

Ontario Capital Growth Corporation Multi-Year Accessibility Plan

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1. Introduction

The Ontario Capital Growth Corporation (“OCGC”) is committed to the principles outlined in the [Accessibility for Ontarians with Disabilities Act](#) (“AODA”) and to meeting the needs of people with disabilities through the implementation of the requirements of the AODA. The Integrated Accessibility Standards Regulation (“IASR”) requires OCGC to establish, maintain, and document a multi-year accessibility plan by January 2013 outlining OCGC’s plans to prevent and remove barriers. The multi-year plan must be reviewed at least every five years and be available to the public on OCGC’s website. The next formal review is scheduled for 2023.

2. Scope

Together with OCGC’s accessibility policy, this multi-year accessibility plan (the “Plan”) defines OCGC’s commitment to respect the dignity and independence of people with disabilities. This is in compliance with both the [Accessibility Standards for Customer Service \(Ontario Regulation 429/07\)](#) and the [Integrated Accessibility Standards Regulation \(Ontario Regulation 413/12\)](#), which applies to information and communications, employment, transportation and design of public spaces. Given that OCGC does not provide transportation or public spaces, the latter two categories are not addressed in this Plan. Because OCGC’s objects are to make investments in funds and companies, services are not provided, so OCGC’s interaction with the public is limited to providing information through its website. Nevertheless, OCGC is committed to ensuring accessibility for persons with disabilities in performing all its functions.

3. Definitions

In this Plan, the following terms shall have the meanings ascribed to them:

- a. “AAD” means the TB/MBC Agencies & Appointments Directive, April 2018, which may be amended from time to time;
- b. “AODA” means the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11
- c. “Board” means OCGC’s board of directors, including the Chair;
- d. “CEO” means OCGC’s President & Chief Executive Officer;
- e. “Chair” means the chair of the Board;
- f. “Fiscal Year” means the period from April 1 to March 31 of the following year;
- g. “Government” means the Government of Ontario;
- h. “IASR” means the Integrated Accessibility Standards Regulation

- i. “Ministry” means the Ministry of Economic Development, Job Creation and Trade or the Ministry responsible for OCGC
- j. “OCGC” means the Ontario Capital Growth Corporation;
- k. “OPS” means the Ontario Public Service;
- l. “Plan” means this multi-year accessibility plan; and
- m. “TB/MBC” means the Treasury Board/Management Board of Cabinet.

4. Statement of Commitment

OCGC is committed to excellence, including its interaction with people with disabilities. We are committed to providing barrier-free recruitment and employment. We are committed to communicating and providing information in an accessible manner, and using appropriate resources to accomplish these goals.

5. General Requirements

5.1 ACCESSIBILITY POLICIES AND PLANS

Section 3 of the IASR requires OCGC to develop, implement and maintain policies on accessibility requirements, while Section 4 of the IASR requires the creation of a multi-year plan that is updated every five years. OCGC has undertaken the following activities to comply with these requirements:

Activity	Status
Establishment and maintenance of accessibility policy (IASR s.3)	COMPLETE/IN PLACE and ongoing.
Create a multi-year plan that is updated at least every five years (IASR s.4)	COMPLETE/IN PLACE and ongoing.
Publicly post accessibility policy and multi-year plan on corporate website (IASR s.3 , IASR s.4)	COMPLETE/IN PLACE

5.2 TRAINING

Section 7 of the IASR requires OCGC to provide training on accessibility standards referred to in the IASR and under the Human Rights Code. OCGC provides training to all staff as described below, with new staff required to complete all mandatory training within six months of hire. Training takes place via the OPS Learning & Development sessions, which have been developed in consultation with people with disabilities. A dated record is maintained for each mandatory course that an employee completes.

- a. IASR: All staff receive mandatory training on the IASR requirements and on the Human Rights Code as these pertain to persons with disabilities. Senior management is also required to complete training on managing employees with disabilities.
- b. Accessibility Standards for Customer Service: All staff receive customer service training related to the provision of goods or services to the public and other third parties.

5.3 PROCUREMENT

As per Section 5 of the IASR, OCGC incorporates accessibility criteria and features as required when procuring or acquiring goods, services or facilities, where practicable to do so. Where it is determined not to be practicable, OCGC will provide an explanation upon request.

6. Information and Communications Standards

6.1 FEEDBACK

As per Section 11 of the IASR, OCGC has established processes for receiving and responding to feedback. OCGC has also ensured that the processes are accessible to persons with disabilities by providing or arranging for accessible formats or providing appropriate communication supports, upon request.

Activity	Status
Alternate formats and communication supports are available upon request with respect to feedback process (IASR s.11)	COMPLETE and ongoing – supports in place for requests and the public is notified of the option to request an accessible format via OCGC’s corporate website.

6.2 ACCESSIBLE FORMATS AND COMMUNICATIONS

OCGC is required to comply with Section 12 of the IASR with respect to providing accessible formats and/or communication supports upon request.

Activity	Status
Upon request, provide or arrange for information in accessible formats and/or will provide communication supports in a timely manner, at no extra cost, and in consultation with the person making the request to determine the most appropriate format or support (IASR s.12).	COMPLETE and ongoing – supports in place for requests and the public is notified of the option to request an accessible format via OCGC’s corporate website.

6.3 ACCESSIBLE WEBSITE AND WEB CONTENT

Section 14 of the IASR requires that all web content on OCGC’s website must conform with the international accessibility standard known as the Web Content Accessibility Guidelines or WCAG 2.0, initially at Level A starting January 1, 2014 and increasing to Level AA starting January 2021.

Activity	Status
OCGC’s public facing website and its content, including forms and documents, conform to WCAG 2.0 Level A and all content will conform to WCAG 2.0 Level AA by January 1, 2021 (IASR s.14).	COMPLETE

7. Employment Standards

OCGC will assess and eliminate barriers in recruiting new employees and in managing existing employees.

7.1 RECRUITMENT

Activity	Status
Notify employees and the public about the availability of accommodations for applicants with disabilities in its recruitment process (IASR s.22 , IASR s.23)	COMPLETE/ IN PLACE. Job postings address accessibility.
Inform candidates about the availability of accommodations upon request when selected for an interview (IASR s.23).	COMPLETE/ IN PLACE. Job postings are advertised on the OPS job website, which addresses accessibility.
All successful applicants are notified of OCGC's policies for accommodating employees with disabilities when offering employment (IASR s.24).	COMPLETE/ IN PLACE. Offer letters address orientation policies.

7.2 SUPPORTING EMPLOYEES

In accordance with Section 25 of the IASR, OCGC will:

Activity	Status
Inform current employees and new hires of OCGC's policies used to support employees with disabilities, including policies in the provision of job accommodations that take into account an employee's accessibility needs due to a disability (IASR s.25).	COMPLETE/ IN PLACE. Job postings address accessibility.
All successful applicants are notified of OCGC's policies for accommodating employees with disabilities when offering employment (IASR s.25).	COMPLETE/ IN PLACE. Offer letters address orientation policies.

7.3 ACCESSIBLE FORMATS AND COMMUNICATION SUPPORT FOR EMPLOYEES

In accordance with Section 26 of the IASR, OCGC will:

Activity	Status
Upon request, provide any employee with accessible formats and communication supports they require to perform job duties effectively (IASR s.26).	COMPLETE/ IN PLACE and ongoing. Accommodation is provided as required.

7.4 WORKPLACE EMERGENCY RESPONSE INFORMATION

In accordance with Section 27 of the IASR, OCGC will:

Activity	Status
Provide individual workplace emergency response information to staff with disabilities where necessary (IASR s.27).	COMPLETE/ IN PLACE and ongoing. Individual accommodation plans for employees with disabilities include individual emergency response requirements.

7.5 INDIVIDUAL ACCOMMODATION PLANS

In accordance with Section 28 of the IASR, OCGC will

Activity	Status
Develop written individual accommodation plans for employees with disabilities. Each plan will include information on accessible formats and communication supports required, individual emergency response requirements and any other accommodation required (IASR s.28).	COMPLETE/ IN PLACE and ongoing. Individual accommodation plans are provided to employees as required. To ensure the individual's privacy, OCGC will provide the workplace emergency response information, with the employee's consent, to the person designated to provide assistance to the employee.

7.6 RETURN TO WORK

In accordance with Section 29 of the IASR, OCGC will:

Activity	Status
Outline steps that will be taken to help employees return to work when they have been absent because of a disability or need some form of accommodation to return to work (IASR s.29).	COMPLETE/ IN PLACE and ongoing. OCGC uses the OPS employment accommodation and return to work process.

7.7 PERFORMANCE MANAGEMENT AND CAREER DEVELOPMENT

In accordance with [IASR s.30](#) and [IASR s.31](#) of the IASR, OCGC uses the OPS performance learning and development plan process for performance management and career development, in which accessibility requirements are included in the process.

FOR MORE INFORMATION ON THIS ACCESSIBILITY PLAN, PLEASE CONTACT:

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