

## Multi-Year Accessibility Plan, 2019-2024

Accessibility for Ontarians with Disabilities Act (AODA), 2005 – Ontario  
Regulation 191/11, Integrated Accessibility Standards

Accessibility Standard	Actions	Implementation Status
<b>Establishment of Accessibility Policies</b>	Completed accessibility policies.	Completed.
<b>Accessibility Plans</b>	<p>Completed accessibility plan.</p> <p>File accessibility reports every four years. Next report scheduled to be filed by December 31, 2020.</p> <p>Incorporate AODA discussions into our regular health and safety meetings to be proactive in our approach to accessibility, identify barriers to accessibility, and to generate an ongoing discussion around accommodation.</p>	<p>Completed.</p> <p>To be completed by December 31, 2020.</p> <p>Ongoing.</p>
<b>Training</b>	All CMLS Financial employees and contractors will receive training on accessibility standards as it relates to people with disabilities. Training will be available in an accessible format upon request and training	<p>Completed January 1, 2015.</p> <p>All new CMLS Financial employees will be trained on IASR.</p>

	<p>records will be kept in pursuant to this legislation.</p> <p>New employees are required to complete training within 30 days of their start date.</p>	
<b>Accessible Websites &amp; Web Content</b>	CMLS Financial will ensure that the public website meets the accessibility requirements of WCAG 2.0 at Level AA as of January 1, 2021.	Completed June 1, 2019.
<b>Feedback</b>	Process in place for accessible feedback.	Completed.
<b>Accessible Formats &amp; Communication Support</b>	<p>Process to be established and documented and details to be included in training where applicable.</p> <p>When an accommodation is requested, CMLS Financial will consult the individual to determine the suitability of an accessible format or communication support.</p> <p>CMLS Financial welcomes service animals and support persons.</p>	Completed January 1, 2016.
<b>Workplace Emergency Response Information</b>	Process in place.	Completed.
<b>Employment</b>	In compliance with applicable law, CMLS Financial will develop and	Completed January 1, 2016.

	<p>implement employment practices to encourage people with disabilities to participate fully in all aspects of the organization by:</p> <ul style="list-style-type: none"> <li>• Notifying candidates about the availability of accommodations for applicants with disabilities by including a statement in all internal and external job postings;</li> <li>• Inclusive employment practices for recruitment, retention, performance management, and employee development;</li> <li>• Providing managers with accessibility training, tools and templates to support employee/workplace accommodations and address non-discrimination;</li> <li>• Notifying successful applicants of the Accessibility policies in place at CMLS Financial;</li> <li>• Facilitating a safe return to work program for any employees off work due to disability.</li> </ul>	
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**CMLS Financial will review this Multi-Year Accessibility Plan next in January 2024 and every 5 years thereafter. To obtain this document in an alternate format, please contact [hr@cmls.ca](mailto:hr@cmls.ca) or 416-646-1005.**