NDI ACCESSIBILITY PLAN

Last Reviewed: July, 2023

AODA STANDARD	ACCESSIBILITY INITIATIVE	TARGET YEAR	DRIVER	ACTION/NOTES	STATUS	COMPLETE
General	Assemble Accessibility Plan Committee	2011	HR	Schedule initial meeting, gain commitment to participate	Complete	July 7, 2011
General	Draft NDI Accessibility Policy & Statement of Commitment	2011	HR	Review draft with Accessibility Committee	Complete	July, 2011
General	Audit NDI Policies to identify opportunities to include Statement of Commitment	2011	HR	Along with Accessibility Plan roll-out, update relevant policies w/ Statement of Commitment	Complete	July, 2011
General	Draft changes to NDI Handbook to include Accessibility Policy & Post	2011	HR	Changes to be posted in December 2011 along with other AODA information	Complete	November, 2011
General	Draft content for external website re: solicitation of feedback by customers related to accessibility	2011	HR	Changes to be posted in December 2011 along with other AODA information	Complete	November, 2011
General	Draft content for external careers website re: accommodation of applicants w/ disabilities	2011	HR	Changes to be posted in December 2011 along with other AODA information	Complete	November, 2011
Physical Environment	Perform accessibility audit of Waterloo physical environment	2011	Facilities	Complete walkaround, document deficiencies/action items	Complete	July, 2011
Transportation	Assess applicability of AODA Transportation Standard for NDI	2011	HR	Not applicable - transportation not provided for public or employees	Complete	July, 2011
Info & Communications	Investigated NDI's market, conducted needs assessment for potential users w/ disabilities	2011	Tech Comm	Technical nature of NDI's products precludes use by users with certain disabilities	Complete	August, 2011

Info & Communications	Confirmed PDF product documentation accessible for visually impaired individuals	2011	Tech Comm	This is NDI's existing standard for technical documentation	Complete	August, 2011
Info & Communications	Confirmed NDI product documentation is designed with colour blindness in mind	2011	Tech Comm	This is NDI's existing standard for technical documentation	Complete	August, 2011
General	Plan Customer Service Accessibility Training Prior to January 2012	2011	HR	Identify participants, develop content, deliver training, maintain participant records	Complete	December, 2011
Info & Communications	Investigate current state of NDI web sites and document the work required to make sites compliant with areas of WCAG 2.0 Level A that reasonably affect NDI's market.	2011	Web Mktg	NDI Public website is reasonably compliant with Level A of WCAG 2.0.	Complete	August, 2012
Employment	Add educational component re: NDI's Accessibility Plan & initiatives for new hire onboarding activities	2012	HR	Add to New Hire Orientation	Complete	July, 2012
Employment	Review Evacuation Plan & ensure content is included regarding safety of persons with disabilities	2012	HR	Updated Evac Plan to be posted on JHSC site and Handbook, to be included in future AODA training	Complete	October, 2011
General	Submit Accessibility Compliance Report (ACR) to Service Ontario by December 31, 2012.	2012	HR	Purpose: report compliance initiatives to date re: Customer Service Standard.	Complete	November, 2012
General	Update membership of	2013	HR	Jenn Spencer replaced with Michael Denny; Wendy	Complete	February, 2013

	Accessibility Committee			Bernardo replace with Kitt Kendall		
General	Periodical review of Accessibility Plan by Accessibility Committee	2013	All	Request for review initiated 11/12/2013	Complete	December, 2013
General	Ongoing - ensure AODA training delivery to all new hires in 2013 with 100% completion	2013	HR	December 2013 update - 100% compliance YTD	Complete	December, 2013
Info & Communications	Transition to paperless (pdf) product documentation for Polaris and Aurora.	2013	Tech Comm	Improves accessibility for visually impared customers - compatible with other online tools	Complete	November, 2013
Info & Communications	Review/audit current accessibility standards related to external websites, document/plan action items	2013	Web Mktg	New action items added to Accessibility Plan below	Complete	December, 2013
Info & Communications	Investigate current state of intranet (Compass), web site and document work required for compliance	2014	Web Mktg	NDI Compass website is not compliant with Level A of WCAG 2.0. Migrate all content to new CMS Corporate website is compliant with Level A of WCAG 2.0. Launched new intranet site, which is compliant with Level A of WCAG 2.0. "_____ content remaining on Compass - to be migrated to _____" "_____ content remaining on Compass - to be migrated to _____"	Complete PND PND PND	Denny- Date? August, 2015 TBD TBD
Employment	Review information re: common disabilities, audit employment	2014	HR	Reference guide completed to identify and document various considerations for common disabilities within office and	Complete	March, 2014

	practices to identify barriers			manufacturing environments at NDI		
Employment	Document plans to remove/minimize barriers	2014	HR	Developed a personalized accommodation plan template to identify and document barriers to be removed or minimized	Complete	April, 2014
Employment	Develop protocols for individual accommodation plan(s) where barriers can't be removed	2014	HR	Developed a personalized accommodation plan template to outline modifications to work schedule, duties, environment, etc. where barriers can't be removed	Complete	April, 2014
Employment	Develop return to work protocols for employees who were absent from work due to disability	2014	HR	Developed a return to work process to outline appropriate protocols. Developed a return to work plan template to document individual modifications and work schedules.	Complete	April, 2014
Employment	Work w/ web dev to post job ads on website & solicit applications in an accessible format	2014	HR/Web Mktg	Language on the Careers page articulating NDI's commitment to minimizing barriers and accommodating applicants upon request.	Complete	March, 2014
Employment	Document and post accommodation plan protocols in Employee Handbook	2014	HR	Section 5.3 of the Employee Handbook has been updated to include the individual accommodation process and procedures	Complete	April, 2014
Employment	Advertise accessible recruitment processes	2014	HR	Accessibility statement has been added on NDI Careers website page	Complete	April, 2014
Employment	Implement a written process for developing accommodation plans for employees when barriers cannot be removed	2014	HR	Developed and implemented accommodation plan guidelines	Complete	April, 2014
Employment	Implement a written protocol for developing individual accommodation plans	2014	HR	Updated Accessibility Section 5.3 in the Employee Handbook to include Workplace Accommodation Policy and Procedures	Complete	July, 2014

Employment	Implement a process for employees to request accommodations	2014	HR	Made an accommodation request form available to all employees on Compass	Complete	July, 2014
Employment	Add educational component re: Workplace Accommodation Procedure	2014	HR	Updated new hire Accessibility Training to include Workplace Accommodation procedure. Implemented training to inform current employees of the Accommodation procedure.	Complete	July, 2014
General	Submit Accessibility Compliance Report (ACR) to Service Ontario by December 31, 2014.	2014	HR	Acknowledged on NDI's compliance of AODA by reporting completed initiatives within the Customer Service Standard	Complete	July, 2014
Built Environment	Investigated applicability of the Accessibility Standard for the Design of Public Spaces	2014	HR	No action items are required at this time. To be re-visited prior to new construction and/or renovations. Last review: July 2014	Complete	Ongoing
Info & Communications	Transition to paperless (pdf) product documentation for Measurement Sciences and Ascension products	2014	Tech Comm	Improves accessibility for visually impared customers - compatible with other online tools. Contact information and language on NDI's corporate website outlining that information will be provided in an accessible format upon request. Moving forward, all new documents will be formatted accessibly (ie. text layout, use of colours, etc.).	Complete Ongoing	December, 2013 June, 2015
Info & Communications	Investigate current state of NDI Support site and document work required for compliance	2014/15	Web Mktg	Contact information and language on NDI's corpororate website and support site informing individuals that information will be provided in an accessible format upon request.	Complete	July, 2015
Integrated Accessibility Standards Regulation (IASR)	Provide training on the IASR requirements that apply to NDI. This training must also	2015	HR	Review training document, identify trainees and provide/document training.	PND	August, 2015

	include what NDI must do under the Ontario Human Rights Code related to disabilities.					
Info & Communications	Let job applicants know that you will accommodate disabilities during the selection process.	2016	HR/Web Mktg	Post communication on NDI's Careers page and within each interview email sent to potential candidates. Accommodations made on an as-needed basis.	Complete	September, 2014
Info & Communications	Notify successful applicats of NDI's policies for accommodating employees with disabilities.	2016	HR	Continue to provide Accessibility training to all new hires. Include NDI's Accessibility Policy in all new hire welcome packages.	Complete	June, 2015
Info & Communications	Inform staff on NDI's policies for supporting employees with disabilities.	2016	HR	Continue to provide Accessibility training to all new hires, and provide ongoing training to current employees when there are updates to NDI's Accessibility Policy. Training slides and NDI's Accessibility Policy is available to employees on NDI's intranet.	Ongoing	August, 2015
Employment	When requested, provide information to employees with disabilities in an accessible format or with communication supports.	2016	Tech Comm/HR	Completed on an as-needed basis utilizing NDI's Workplace Accommodation Policy, Process and Plan.	Complete	June, 2015
Employment	Provide individualized emergency response information and support to employees with a disability who may require help in an emergency.	2016	HR	Completed on an as-needed basis utilizing NDI's Workplace Accommodation Policy, Process and Plan. Include an emergency response information section within the Accommodation Plan template.	Complete	June, 2015

Employment	Develop individual accommodation plans for employees with disabilities in a clear and consistent manner.	2016	HR	Accommodation Plan procedure documented on NDI's Intranet and training provided to all employees. Accommodation Plan template implemented consistently since April, 2014. Include an accessible formats and communication supports reference in the Accommodation Plan template.	Complete	April, 2014 & June, 2015
Employment	Outline steps you will take to help your employees return to work when they have been absent due to a disability and need some form of disability-related accommodation to return to work.	2016	HR	Completed on an as-needed basis utilizing NDI's Workplace Accommodation Policy, Process and Plan.	Complete	April, 2014
Employment	Consider the accessibility needs of employees within performance management, career development and job changes.	2016	HR	Completed on an as-needed basis utilizing NDI's Workplace Accommodation Policy, Process and Plan. Include a performance management and career development section within the Accommodation Plan template.	Complete	June, 2015
Info & Communications	Inform the public that NDI will make information accessible upon request. Work with individuals who request accommodation to meet their needs.	2016	HR/Web Mktg	Contact information and language included on NDI's corporate website outlining that information will be provided in an accessible format upon request.	Complete	July, 2015
Info & Communications	Ongoing monitoring of new initiatives in professional network	Ongoing	Tech Comm	Global technical communications network	Ongoing	Ongoing
General	Ongoing - ensure AODA training delivery to all	Ongoing	HR	Post annual confirmation of compliance	Ongoing	Ongoing

	new hires with 100% completion					
General	Periodical review of Accessibility Plan by Accessibility Committee	Ongoing	All	Post confirmation of reviews as completed	Ongoing	Ongoing
Info & Communications	Achieve compliance by publishing Accessibility Plan/Policy to NDI's external website	2023	HR/Marketing	HR to review and update policies for publications Mrkting to design & publish webpage designated to NDI's Accessibility	Ongoing	2023