



Ottawa Food Bank
La Banque d'alimentation d'Ottawa

OTTAWA FOOD BANK MULTI YEAR ACCESSIBILITY PLAN

Last Updated: December 2023

The Ottawa Food Bank supports the goals of the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration, and we are committed to meeting the needs of people with disabilities. We will do so by removing and preventing barriers to accessibility and by meeting our accessibility requirements under the AODA and any other related accessibility laws.

This multi-year accessibility plan is intended to guide the Ottawa Food Bank in meeting these commitments. It will be reviewed and updated annually, or more frequently as appropriate.

ACTIVITY	STATUS	TARGET COMPLETION DATE
Update our accessibility policy and our statement of organizational commitment to reflect the additional requirements that arise from reaching the 50 employee threshold.	Complete	
Develop a multi-year accessibility plan.	Complete	
Develop a feedback mechanism to receive accessibility related feedback.	Complete	
Post the updated accessibility policy, the multi-year accessibility plan, and the feedback mechanism on our web site.	Complete	
Develop a written process to develop individual accommodation plans for employees that require accommodation due to disabilities.	Complete	
Develop a written process for employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.	Complete	
Share the updated accessibility policy, individual accommodation plan process, and return to work process with all employees and post them on Bamboo HRIS.	Complete	
Add the updated accessibility policy and accommodation policy to the new employee onboarding package.	Complete	
Include education on the AODA and applicable Human Rights Code requirements in the new employee onboarding package.	Complete	
Conduct an audit to ensure that AODA and Human Rights Code training has been completed by all employees.	Complete	
Review all staff and volunteer roles to determine the required AODA training and implement a plan to ensure that such training is provided in a timely manner.	Complete	

ACTIVITY	STATUS	TARGET COMPLETION DATE
Develop a methodology to post a notice of any temporary disruption in facilities or services that people with disabilities usually use to access our goods or services, including the reason, duration, and any alternatives available.	Complete	
Develop a list of assistive devices that OFB makes available and ensure that appropriate staff are trained in how to use them.	Complete	
Include notification of the availability of accommodation for applicants with disabilities in all recruitment advertisements and at all stages of the recruitment process.	Complete	
Ensure that all offers of employment include notification of our policies on accommodation of persons with disabilities, and that supports are available.	Complete	
Review OFB's web site to determine steps needed to meet internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws.	Complete	
Canvas employees to determine if they need assistance in the event of an evacuation due to a disability.		February 28, 2024
Develop individualized workplace emergency response plans for any employees that have been identified as needing assistance in the event of an emergency		March 31, 2024
Educate employees regarding the updated accessibility policies, individual emergency response plans, and return to work plans.		March 31, 2024