

# Panasonic

## PANASONIC CANADA INC. – Multi-year Accessibility Plan, 2013-2016

Reference: *Integrated Accessibility Standards*, Ontario Regulation 191/11  
(sometimes referred to below as “this regulation”) - a copy of this document is available upon request

When Due: Jan 1st	Section of regulation and Description	Action	Status	Responsibility
<b>2012</b>	<b>Part III Employment Standards</b>			
	<p>27. Workplace Emergency Response Information</p> <p>Provide individualized workplace emergency response information to employees who have a disability.</p> <p>If an employee who receives individualized workplace emergency response information requires assistance and with the employee’s consent, we shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.</p> <p>The required information will be provided as soon as is practicable after we become aware of the need for accommodation due to the employee’s disability.</p> <p>Individualized workplace emergency response information will be reviewed:</p> <ul style="list-style-type: none"> <li>a) when the employee moves to a different location in the organization,</li> <li>(b) when the employee’s overall accommodations needs or plans are reviewed, and</li> <li>(c) when we review our general emergency response policies.</li> </ul>		Completed	
<b>2014</b>	<b>Part I: General</b>			
	<p>3. Establishment of Accessibility Policies</p> <p>Develop, implement and maintain policies governing how PCI will achieve accessibility.</p> <p>4. Accessibility Plans</p> <p>Establish, implement, maintain and document a multi-year accessibility plan.</p> <p>Post the accessibility plan on our websites.</p> <p>Provide the plan in an accessible format upon request.</p>	<p>Establish Integrated Standards Policy.</p> <p>Develop a multi-year accessibility plan</p>	<p>Policy adopted</p> <p>Plan adopted</p> <p>Posted with link</p>	<p>Legal</p> <p>Legal</p> <p>Brand Mgt</p>

	Review and update the accessibility plan at least once every five years.		TBD	Legal and compliance teams
<b>2014</b>	<b>Part II: Information and Communications Standard</b>			
	<p>14. Accessible Websites &amp; Web Content</p> <p>Make new PCI websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 – Level A.</p>	Implement the requirement to conform with WCAG 2.0 – Level A.	Substantially complete	Brand Mgt.
<b>2015</b>	<b>Part I: General</b>			
	<p>7. Training</p> <p>Ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities to:</p> <p>(a) all employees and volunteers;</p> <p>(b) all persons who participate in developing the organization’s policies; and</p> <p>(c) all other persons who provide goods, services or facilities on behalf of the organization.</p>	<p>Source training platform to deliver training to employees, volunteers and contractors.</p> <p>Implement training program</p>	Underway	HR
	<b>Part II: Information and Communication Standards</b>			
	<p>11. Feedback</p> <p>Ensure that the processes for receiving and responding to feedback are accessible to persons with disabilities.</p> <p>Provide or arrange for accessible formats and communication support upon request.</p>	<p>Identify sources of internal and external feedback.</p> <p>Determine alternate formats</p> <p>Review and update process as required.</p>	Identification underway	<p>Legal</p> <p>TBD</p> <p>TBD</p>
<b>2016</b>	<b>Part II: Information and Communication Standards</b>			
	<p>12. Accessible Formats &amp; Communication Supports</p> <p>Upon request, provide or arrange for the provision of accessible formats and communication supports:</p>	Review and update process for accessibility		TBD

	<p>a) in a timely manner taking into account the person's accessibility needs due to disability and b) at a cost that is no more than the regular cost charged to other persons.</p> <p>Consult with the person making the request in determining the suitability of an accessible format or communication support.</p> <p>Notify the public about the availability of accessible formats and communication supports.</p>	<p>requests</p> <p>Identify suppliers for accessible formats.</p> <p>Update websites to reflect accessible formats and communications support.</p>		
<b>Part III: Employment Standards</b>				
	<p>22. Recruitment – General</p> <p>Notify employees and the public about the availability of accommodation for applicants with disabilities in the recruitment processes.</p> <p>23. Recruitment, Assessment or Selection Process</p> <p>Notify job applicants, when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used.</p> <p>If a selected applicant requests an accommodation, consult with the applicant and provide, or arrange for the provision of a, suitable accommodation in a manner taking into account the applicant's accessibility needs.</p> <p>24. Notice to Successful Applicants</p> <p>In offers of employment, notify the successful applicant of PCI's policies for accommodating employees with disabilities.</p> <p>25. Informing Employees of Supports</p> <p>Inform employees of policies used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs.</p> <p>Provide the information to new employees as soon as is practicable after they begin their employment.</p> <p>Provide updated information to employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs.</p>	<p>Review current recruitment processes and systems, and update as required, items 22, 23, and 24</p> <p>Implement a process to inform employees of any changes to policies on job accommodations.</p> <p>Review current communication and onboarding</p>		<p>HR (as to all items in this section)</p>

	<p>26. Accessible Formats &amp; Communication Supports for Employees</p> <p>Consult with the employee to provide or arrange for the provision of accessible formats and communication supports for:</p> <ul style="list-style-type: none"> <li>(a) information that is needed in order to perform the employee's job and</li> <li>(b) information that is generally available to employees in the workplace.</li> </ul> <p>Consult with the employee making the request in determining the suitability of an accessible format or communication support.</p> <p>28. Documented Individual Accommodation Plans</p> <p>Have a written process for the development of documented individual accommodation plans for employees with disabilities, which includes:</p> <ol style="list-style-type: none"> <li>1. Employee requesting accommodation can participate in the development of the individual accommodation plan.</li> <li>2. Employee is assessed on an individual basis.</li> <li>3. Employer can request evaluations by outside medical or other expert at the employer's expense.</li> <li>4. Employee can request the participation of a representative from the workplace in the development of the accommodation plan.</li> <li>5. Steps to protect the privacy of the employee's personal information.</li> <li>6. Frequency with which the individual accommodation plan will be reviewed and updated, and how.</li> <li>7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.</li> <li>8. Means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs.</li> </ol> <p>29. Return to Work Process</p> <p>PCI will:</p> <ul style="list-style-type: none"> <li>(a) develop and have in place a return to work process for its employees that require disability-related accommodations in order to return to work and</li> <li>(b) shall document the process.</li> </ul> <p>The return to work process shall:</p> <ul style="list-style-type: none"> <li>(a) outline the steps to facilitate the return to</li> </ul>	<p>processes and update as required.</p> <p>Review current communication and onboarding processes and update as required.</p> <p>Review current process and update if required.</p> <p>Review current process and update if required.</p>		
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	<p>work of employees who were absent because of their disability; and  (b) use individual documented accommodation plans, as described in Section 28, as part of the process.</p> <p>This return to work process does not replace or override any other return to work process under any other statute.</p> <p>30. Performance Management</p> <p>Take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using performance management process in respect of employees with disabilities</p> <p>31. Career Development &amp; Advancement</p> <p>Take into account the accessibility needs of employees with disabilities, as well as any individual accommodation plans, when providing career development and advancement to employees with disabilities.</p> <p>32. Redeployment</p> <p>Take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities</p>	<p>Review current process and update as required.</p> <p>Review current process and update as required.</p> <p>Review current process and update as required.</p>		
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