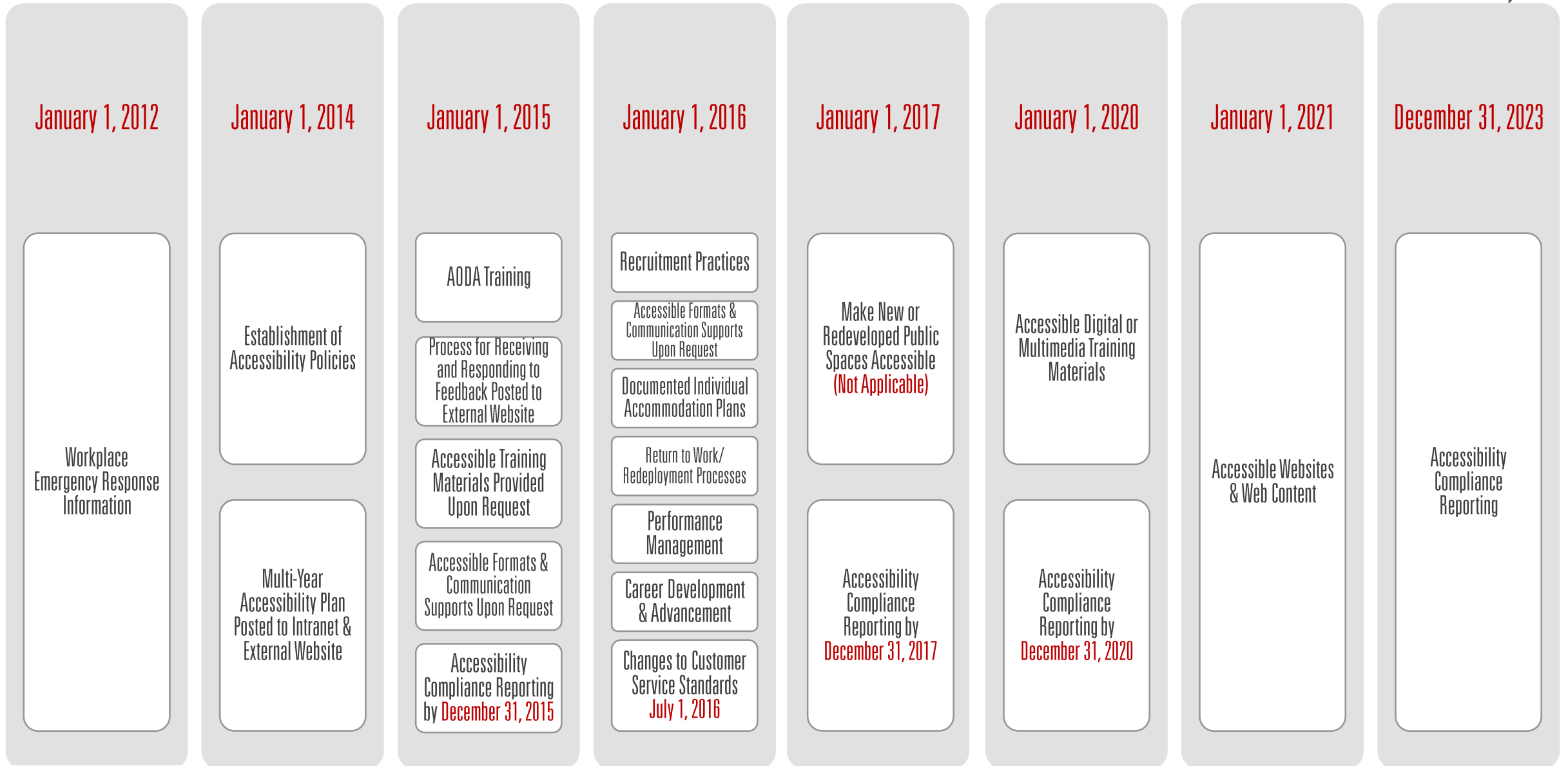


# AECON'S MULTI-YEAR ACCESSIBILITY PLAN




Part I - GENERAL REQUIREMENTS

Section	Initiative	Description	Action	Status	Compliance Date
3	Establishment of Accessibility Policies	3. (1) Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards referred to in this Regulation.	Aecon is dedicated to the development, implementation and maintenance of policies governing its commitment to and the requirements under the Accessibility Standards.  Aecon has an AODA policy that takes into account the requirements for Customer Standards and the Integrated Accessibility Standards that govern the provision of services under the Accessibility for Ontarians with Disabilities Act, 2005.	Complete	January 1, 2014
		3. (2) Large organizations shall include a statement of organizational commitment to meet the accessibility needs of persons with disabilities in a timely manner in their policies.			
4	Accessibility Plans	<p>4. (1) Large organizations shall,</p> <p>a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers and meet its requirements under this Regulation;</p> <p>b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and</p> <p>c) review and update the accessibility plan at least once every five years.</p>	<p>A copy of Aecon’s Accessibility Plan is posted on its company website. A copy of the company’s Accessibility Plan will be provided in an accessible format upon request. Requests can be made as follows:</p> <ul style="list-style-type: none"><li>• Email: Aecon@aecon.com</li><li>• Telephone: 416.297.2600</li><li>• In writing to: Aecon Group Inc. 20 Carlson Court, Suite 800 Toronto, ON MW9 7K6</li><li>• Any other form that takes into account the requestor’s disability</li></ul> <p>Aecon’s Accessibility Plan will be consistently under review until all objectives are carried out. Thereafter, Aecon will review and update its Accessibility Plan at least once every five years.</p>	Complete	January 1, 2014

Part I - GENERAL REQUIREMENTS

Section	Initiative	Description	Action	Status	Compliance Date
6	Self-Serve Kiosks	6. (2) Large organizations and small organizations shall have regard to the accessibility for persons with disabilities when designing, procuring or acquiring self-service kiosks.	Not Applicable	N/A	January 1, 2014
7	Training	7. (1) Every obligated organization shall 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,  a) all employees, and volunteers;  b) all persons who participate in developing the organization’s policies; and  c) all other persons who provide goods, services or facilities on behalf of the organization.	Aecon will ensure that training is provided as appropriate on the requirements of the accessibility standards referred to in the Regulation and the Human Rights Code, and will ensure that new employees complete the required training within a reasonable time of having accepted employment with Aecon.	Complete	January 1, 2015
		7. (4) Every obligated organization shall provide training in respect of any changes to the policies described in section 3 on an ongoing basis.	Aecon will provide training in respect of any changes to policies described in section 3.		January 1, 2015 (ongoing thereafter)
		7. (5) Every obligated organization shall keep a record of the training provided under this section, including the dates on which the training is provided and the number of individuals to whom it is provided.	Aecon will keep a record of training provided in accordance with the requirements under this section.		January 1, 2015 (ongoing thereafter)

Part II – INFORMATION AND COMMUNICATIONS STANDARDS					
Section	Initiative	Description	Action	Status	Compliance Date
11	Feedback	11. (1) Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for accessible formats and communications supports, upon request.	Aecon has established feedback processes across the company, both internally and externally.	Complete	January 1, 2015
12	Accessible Formats & Communication Supports	12. (1) Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, a) in a timely manner that takes 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.	Aecon has established a policy and processes around providing or arranging for the provision of accessible formats and communication supports for persons with disabilities in accordance with the Regulation.	Complete	January 1, 2015
		12. (2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	Aecon will consult and work collaboratively with the person making the request to determine suitability of an accessible format or communication support, and has researched and identified potential accessible formats/communication supports that may be requested.	Complete	January 1, 2015
		12. (3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	Aecon will use its external website to notify the public about the availability of accessible formats and communication supports.	Complete	January 1, 2015
					4

Part II – INFORMATION AND COMMUNICATIONS STANDARDS					
Section	Initiative	Description	Action	Status	Compliance Date
13	Emergency Procedures, Plans or Public Safety Info	13. (1) In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.	Not Applicable	N/A	January 1, 2012
14	Accessible Websites & Web Content	14. (2) Designated public sector organizations and large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG)2.0, initially at Level A and increasing to Level AA, and shall do so in accordance with the schedule set out in this section.	<p>Aecon will take action to ensure that its websites and web content will conform with WCAG 2.0 Level AA, by January 1, 2021, other than,</p> <ul style="list-style-type: none"> <li>• success criteria 1.2.4 Captions (Live)</li> <li>• success criteria 1.2.5 Audio Descriptions (Pre-recorded)</li> </ul> <p>as outlined by the Regulation.</p>	In Progress	<p>January 1, 2021</p> <p>All internet websites and web content must conform with WCAG 2.0 Level AA, other than,</p> <ul style="list-style-type: none"> <li>• success criteria 1.2.4 Captions (Live)</li> <li>• success criteria 1.2.5 Audio Descriptions (Pre-recorded).</li> </ul>

Part II – INFORMATION AND COMMUNICATIONS STANDARDS

Section	Initiative	Description	Action	Status	Compliance Date
15	Educational & Training Resources & Materials	<p>15. (1) Every obligated organization that is an educational or training institution shall do the following, if notification of need is given:</p> <p>1. Provide educational or training resources or materials in an accessible format that takes into account the accessibility needs due to a disability of the person with a disability to whom the material is to be provided by,</p> <p>i. procuring through purchase or obtaining by other means an accessible or conversion ready electronic format of educational or training resources or materials, where available, or</p> <p>ii. arranging for the provision of a comparable resource in an accessible or conversion ready electronic format, if educational or training resources or materials cannot be procured, obtained by other means or converted into an accessible format.</p> <p>2. Provide student records and information on program requirements, availability and descriptions in an accessible format to persons with disabilities.</p>	Aecon has established a policy and processes around providing or arranging for the provision of accessible formats for educational or training resources or materials for persons with disabilities in accordance with the Regulation.	Complete	January 1, 2013
16	Training to Educators	<p>16. (1) In addition to the requirements under section 7, obligated organizations that are school boards or educational or training institutions shall provide educators with accessibility awareness training related to accessible program or course delivery and instruction.</p> <p>16. (2) Obligated organizations that are school boards or educational or training institutions shall keep a record of the training provided under this section, including the dates on which the training is provided and the number of individuals to whom it is provided.</p>	Aecon will ensure that training is provided as appropriate on the requirements of the accessibility standards referred to in the Regulation and the Human Rights Code, and will ensure that new training records are kept up to date.	Complete	January 1, 2013

Part II – INFORMATION AND COMMUNICATIONS STANDARDS

Section	Initiative	Description	Action	Status	Compliance Date
17	Producers of Educational or Training Material	17. (1) Every obligated organization that is a producer of educational or training textbooks for educational or training institutions shall upon request, make accessible or conversion ready versions of the textbooks available to the institutions.	Aecon has established a policy and processes around providing or arranging for the provision of accessible formats for educational or training resources or materials for persons with disabilities in accordance with the Regulation.	Complete	January 1, 2015  For accessible or conversion ready versions of textbooks.
		17. (2) Every obligated organization that is a producer of print-based educational or training supplementary learning resources for educational or training institutions shall upon request, make accessible or conversion ready versions of the printed materials available to the institutions.		In Progress	January 1, 2020  For accessible or conversion ready versions of printed materials that are educational or training supplementary learning resources.
18	Libraries of educational & training institutions	18. (1) Subject to subsection (2) and where available, the libraries of educational and training institutions that are obligated organizations shall provide, procure or acquire by other means an accessible or conversion ready format of print, digital or multimedia resources or materials for a person with a disability, upon request. (2) Special collections, archival materials, rare books and donations are exempt from the requirements of subsection (1).	Aecon will ensure that all Aecon University print-based resources or materials will be made available in an accessible format upon request as per the Regulation.	Complete	January 1, 2015  For print-based resources or materials
			Aecon will ensure that all Aecon University digital or multimedia resources or materials will be made available in an accessible format upon request as per the Regulation.	In Progress	January 1, 2020  For digital or multimedia resources or materials

**PART III – Employment Standard**

Section	Initiative	Description	Action	Status	Compliance Date
22	Recruitment – General	22. Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	Aecon has assessed its recruitment processes to ensure its employees and the public are notified about the availability of accommodation for applicants with disabilities in its recruitment processes, in accordance with Section 22 – 32 of the Regulation.	Complete	January 1, 2016
23	Recruitment, Assessment or Selection Process	23. (1) During a recruitment process, an employer shall 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.	Aecon has amended its recruitment process to ensure that job applicants are notified of the availability of accommodations when they are individually selected to participate in an assessment or selection process.  The availability for accommodation during its recruitment processes is also outlined on the careers section of Aecon’s external website and on all Aecon job advertisements.	Complete	January 1, 2016
		23. (2) If a selected applicant requests an accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant’s accessibility needs due to disability.	If a selected applicant requests an accommodation, Aecon will consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant’s accessibility needs due to disability.	Complete	January 1, 2016
24	Notice to Successful Applicants	24. Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	Aecon will, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	Complete	January 1, 2016



**PART III – Employment Standard**

Section	Initiative	Description	Action	Status	Compliance Date
25	Informing Employees of Supports	25. (1) Every employer shall inform its employees of its 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 due to disability.	All Aecon's policies used to support its employees with disabilities are available to employees via our company intranet, and are provided to new employees within a reasonable time of having accepted employment with Aecon.	Complete	January 1, 2016
		25. (2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	This information, including policies and applicable training, will be provided to new employees as soon as practicable after they begin their employment.	Complete	January 1, 2016
		25. (3) Employers shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee’s accessibility needs due to disability.	Aecon will notify employees when changes are made to company policies which will be available for their review on our company intranet.	Complete	January 1, 2016
26	Accessible Formats & Communication Supports for Employees	26. (1) In addition to its obligations under section 12, where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for, a) information that is needed in order to perform the employee’s job; and b) information that is generally available to employees in the workplace.	Aecon’s Accessibility Policy outlines the process with respect to responding to requests for accessible formats and communication supports in accordance with the requirements of Section 26 of Regulation.	Complete	January 1, 2016
		26. (2) The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.			

**PART III – Employment Standard**

Section	Initiative	Description	Action	Status	Compliance Date
27	Workplace Emergency Response Information	27. (1) Every employer shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee’s disability.	Aecon has an internal emergency response and information plan that is relayed to all new and existing employees. Individual emergency response plans have been developed and documented for those who require them.	Complete	January 1, 2012
		27. (2) If an employee who receives individualized workplace emergency response information requires assistance and with the employee’s consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.		Complete	January 1, 2012
		27. (3) Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee’s disability.		Complete	January 1, 2012
		27. (4) Every employer shall review the individualized workplace emergency response information,  a) when the employee moves to a different location in the organization;  b) when the employee’s overall accommodations needs or plans are reviewed; and  c) when the employer reviews its general emergency response policies.		Complete	January 1, 2012

**PART III – Employment Standard**

Section	Initiative	Description	Action	Status	Compliance Date
28	Documented Individual Accommodation Plans	28. (1) Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.	Aecon’s Accessibility Policy outlines the company’s process for the development of documented individual accommodation plans for employees with disabilities.	Complete	January 1, 2016
		<p>28. (2) The process for the development of documented individual accommodation plans shall include the following elements:</p> <p>1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.</p> <p>2. The means by which the employee is assessed on an individual basis.</p> <p>3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer’s expense, to determine if and how accommodation can be achieved.</p> <p>4. The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan.</p> <p>5. The steps taken to protect the privacy of the employee’s personal information.</p> <p>6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.</p> <p>7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.</p> <p>8. The means of providing the individual accommodation plan in a format that takes into account the employee’s accessibility needs due to disability.</p>	Aecon’s Individual Accommodation Plan process includes the elements outline in Section 28 (2) and 28 (3) of the Regulation with respect to the development of documented individual accommodation plans.	Complete	January 1, 2016

**PART III – Employment Standard**

Section	Initiative	Description	Action	Status	Compliance Date
28	Documented Individual Accommodation Plans	28. (3) Individual accommodation plans shall,  a) if requested, include any information regarding accessible formats and communications supports provided, as described in section 26;  b) if required, include individualized workplace emergency response information, as described in section 27; and  c) identify any other accommodation that is to be provided.		Complete	January 1, 2016
29	Return to Work Process	29. (1) Every employer, other than an employer that is a small organization, a) shall develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work; and b) shall document the process.	Aecon has established a policy which documents its return to work process for its employees who have been absent from work due to a disability and require disability related accommodations.	Complete	January 1, 2016
		29. (2) The return to work process shall, a) outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and b) use individual documented accommodation plans, as described in section 28, as part of the process.	Aecon’s return to work procedure meets the requirements found under section 29. (2).	Complete	January 1, 2016
		29. (3) The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.	Aecon’s return to work procedure does not replace or override any other return to work process created by or under any other statute.	Complete	January 1, 2016

PART III – Employment Standard					
Section	Initiative	Description	Action	Status	Compliance Date
30	Performance Management	30. (1) An employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.	Aecon will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.	Complete	January 1, 2016
31	Career Development & Advancement	31. (1) An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.	Aecon will take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.	Complete	January 1, 2016