



THE ROSEDALE GROUP

...Our people make it happen.

Accessibility Plan

General

Contact: Human Resources

Email: humanresources@rosedale.ca

Phone number: 905-670-0057

By mail: 6845 Invader Crescent, Mississauga, On L5T 2B7

Employment

We plan to set up a central point of contact for all questions and requests related to accessibility.

We plan to include a statement in our employment policy that accommodation for employees with disabilities is available throughout the employment process.

We plan to encourage more employees with disabilities to let management know of any accommodations that can be made to make our workplace better.

We plan to provide awareness training for all managers, supervisors and employees on accessibility barriers faced by people with disabilities.

We plan to update our internal web content to include information on accessibility and support for employees with disabilities

The Built Environment

We plan to review and audit barriers that may hinder current employees with disabilities and employees with disabilities that we may hire in the future.

These barriers may include:

Halls and doorways may not be wide enough to pass through in a wheelchair.

Elevator doors may not allow time for people with restricted mobility to enter and exit.

There may not be enough automatic or push-button doors in our primary pathways.

Door knobs may not be easily turned by a person with limited mobility or strength.

A fire policy and fire safety plan may not be in place for the evacuation of people with disabilities.

Exit instructions may not be printed in large text, and mounted in an accessible, highly visible location.

Accessible parking spaces may not clearly be marked with the International Symbol of Accessibility.

Fire alarms may not have both visual and audible signals.

Washrooms may not have accessible entrances and features, such as, motion-activated sinks and soap dispensers.

Bathroom stalls may not accommodate wheelchairs.

Information and Communication Technologies (ICT)

We plan to ensure our information and communication technologies (ICT) are accessible. We will be asking our I.T Department to review and audit the following:

Do we use headings correctly to organize the structure of our content?

Do we give our links unique and descriptive names?

Do we design our forms for accessibility?

Do we ensure all content can be accessed with the keyboard alone in a logical way?

Do we use fonts that screen readers and other assistive devices can properly read?

Whenever possible, do we limit the use of images, tables, or other visual representations of information?

Do we ensure any images, tables, or other visual representations of information include alternative text (alt-text) or captions explaining their contents and significance?

Do we ensure there is a strong colour contrast between the text and the backgrounds of your web pages and electronic documents, such as black text on a white background?

Do we test, evaluate and comply with digital content accessibility standards?

Do we conduct user testing with people who have disabilities?

Communication, other than ICT

We plan to ensure our information and communication, other than ICT, is accessible. We will be reviewing and auditing the following:

Do we require all employee communications, documents, briefing materials, and presentations is made in plain language?

Do we ensure all documents or presentations that contain images or graphics have alternative text to describe them?

Do we develop examples of plain language communications best practices?

Do we avoid preparation of documents that use colours with low contrast?

The Procurement of Goods, Services and Facilities

We are developing requirements for accessibility considerations to be included from the start in all procurement processes.

Customer Service

We communicate with people with disabilities in ways that take into account their disability.

We will provide training to staff who communicate with customers on how to interact and communicate with people with various types of disabilities.

We offer to communicate with customers in person, by email, or writing or any other alternative format requested by the customer.

We ensure that customers are able to use their personal assistive devices while on our premises.

Transportation

Our fleet currently has no modifications related to accessibility. In cases where an employee requires accessibility features in order to operate a fleet vehicle, an appropriate accommodation will be made.

Consultations

In preparation of this Accessibility Plan we have contacted persons with disabilities to gather feedback from our employees and external organizations in several ways.

Companywide Communication via email requesting feedback in assisting to identify , remove and prevent barriers within Rosedale which will be used to help us become barrier free.

Engaging with external organizations supporting persons with disabilities to understand and seek recommendation for improving accessibility to the Company organization,

We have reached out to the following organizations via email and/or telephone:

The Canadian Association of the Deaf
ABC Disability Consulting Group

Feedback

We accept feedback by mail, telephone, email.

Job position of the person who will receive feedback. (Same as in General above.)

Feedback will be acknowledged in the same way that the feedback is sent to us.

Contact: Human Resources

Email: humanresources@rosedale.ca

Phone number: 905-670-0057

By mail: 6845 Invader Crescent, Mississauga, On L5T 2B7

