

Accessibility Policy and Multi-Year Accessibility Plan

Statement of Commitment

Baker Tilly Ottawa LLP and Baker Tilly Gatineau Inc. are committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

Accessible Emergency Information

Baker Tilly Ottawa LLP and Baker Tilly Gatineau Inc. are committed to providing the customers and clients with publicly available emergency information in an accessible way upon request. We will also provide, upon request, employees with disabilities with individualized emergency response information when necessary.

Training

Baker Tilly Ottawa LLP and Baker Tilly Gatineau Inc. will provide training to all employees, volunteers and other staff members on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of all employees, volunteers and other staff members.

Baker Tilly Ottawa LLP and Baker Tilly Gatineau Inc. will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws:

A series of training videos have been completed by all Partners, staff and volunteers including the following:

1. Accessibility for Customer Service
2. General Requirements
3. Information and Communications Standard Training
4. Ontario Human Rights – Working together

Partners, employees and volunteers will continue to be trained when changes are made to the accessibility policy, as soon as practical.

New employees will be trained during Orientation.

Baker Tilly Ottawa LLP and Baker Tilly Gatineau Inc. does not design, procure or acquire self-service kiosks.

Information and Communications

Baker Tilly Ottawa LLP and Baker Tilly Gatineau Inc. is committed meeting the communication needs of people with disabilities.

In order to do so, we will consult with people with disabilities to determine their information and communications needs.

Baker Tilly Ottawa LLP and Baker Tilly Gatineau Inc. will welcome feedback as it encourages continuous service improvements. Clients who wish to provide feedback can do so by contacting ottclientservice@bakertilly.ca, in writing or by telephone.

Baker Tilly Ottawa LLP and Baker Tilly Gatineau Inc. has ensured that all new websites and content on those sites conform to WCAG 2.0 Level A.

In the event of a service disruption, we will notify the public of the service disruption and alternatives available.

Employment

Baker Tilly Ottawa LLP and Baker Tilly Gatineau Inc. is committed to fair and accessible employment practices. We will take the following steps to notify the public and staff that when requested, Baker Tilly Ottawa LLP and Baker Tilly Gatineau Inc. will accommodate people with disabilities during the recruitment and assessment processes and when people are hired.

The following steps are taken to ensure accessibility during the recruiting process:

- When advertising job postings we state that accommodations for job applicants with disabilities are available upon request
- When inviting job applicants to participate in the selection process, we indicate that accessibility accommodations are available upon request
- Job offers to successful applicants will include communication either verbally, e-mail or in the offer letter about our policies on accommodating employees with disabilities

Baker Tilly Ottawa LLP and Baker Tilly Gatineau Inc. will accommodate people with disabilities during their employment.

The following steps are taken to ensure accessibility during their employment:

- Any employee with a disability is to contact either the Director of Human Resources or the Human Resources Partner regarding any accommodations required. Our Human Resources team will work collaboratively to develop individual accommodation plans, which could include information required to do their job, information generally available to all employees, or individualized emergency response information if needed.
- We will maintain a documented return to work process for its employees who have been absent from work due to disability and require accommodations in order to return to work. This process will outline the steps that will be taken to facilitate the return to work and will include documented individual accommodation plans.
- We will take into account the accessibility needs of employees with disabilities, as well as accommodation plans when conducting performance management and providing career development and advancement to employees.

For more information or to obtain an accessible format of this accessibility plan, please contact:

E-mail: ottawa@bakertilly.ca

Phone: 613-820-8010

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