

Five-Year Accessibility Action Plan

October 2024

STEMCELL Technologies is committed to providing an accessible workplace where everyone is treated with respect and dignity. This Five-Year Accessibility Action Plan outlines the actions we will take to identify, remove, and prevent barriers to accessibility in our workplace.

Part I - General Requirements

AODA Requirements			STEMCELL Action Plan	
Section	Regulation Description	Compliance Date	Action	Status
3	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.	September 30, 2024	Policy drafted, reviewed and approved by senior leadership.	
			Policy implemented.	
4	4.(1) Large organizations shall, 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; b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and c) review and update the accessibility plan at least once every five years.	September 30, 2024 September 30, 2024 2029	Multi-year accessibility plan drafted and reviewed by senior leadership.	
			Post plan on external website.	
			EHS to review and update the accessibility plan every five years.	
7	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.	June 28, 2024 September 30, 2024	Determine method of training (classroom, eLearning, blended, etc.) and number of training levels (employee, manager, senior leadership).	
			Provide training to applicable personnel.	

Part II - Information and Communication Standards

AODA Requirements			STEMCELL Action Plan	
Section	Regulation Description	Compliance Date	Action	Status
11	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.	September 30, 2024	Conduct review of all internal and external feedback processes across the organization.	
			Consult with all functional areas to ensure all feedback processes are captured.	
			Determine what accessible formats and communication supports will be provided upon request.	
			Ensure employees and management are aware of the need to provide accessible formats upon request.	

12	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.	September 2024	Develop a process to ensure these formats and supports can be provided in a timely manner.	
		September 2024	Communicate to employees and management that there will be no additional charges for accessible formats.	
	12.(2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	September 2024	Ensure employees and management are aware of the consultation requirement.	
	12.(3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	September 2024	Identify and implement appropriate notification methods.	
13	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.	N/A	N/A	Complete

Part III - Employment Standard

AODA Requirements			STEMCELL Action Plan	
Section	Regulation Description	Compliance Date	Action	Status
22	22. Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	N/A	N/A	Complete
23	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. 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.	N/A	N/A	Complete
24	24. Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	September 2024	Amend offer letters to incorporate commitment to accessibility and accommodation for employees with disabilities.	
25	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.	September 2024	Identify best methods for informing employees of commitment to providing accommodation and implement communication.	
	25.(2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	September 2024	Incorporate accessibility commitment in the new hire orientation process.	
	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.	September 2024 September 2024	Develop and implement a process to notify employees of policy changes. Process in place for "read and sign off" of updated documents.	

26	<p>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,</p> <p>(a) information that is needed in order to perform the employee's job; and</p> <p>(b) information that is generally available to employees in the workplace.</p>	September 2024	Determine what information/forms/ systems, etc. are already available in accessible formats and what needs to be adapted upon request.	
		September 2024	Establish a consultation process to determine what the employee will require.	
	<p>26.(2) The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.</p>	September 2024	Establish a consultation process to determine what the employee will require.	
		September 2024	Create a process to investigate options identified by the employee as part of the consultation process.	
27	<p>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.</p>	N/A	N/A	Complete
	<p>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.</p>	N/A	N/A	Complete
	<p>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.</p>	N/A	N/A	Complete
	<p>27.(4) Every employer shall review the individualized workplace emergency response information,</p> <p>(a) when the employee moves to a different location in the organization;</p> <p>(b) when the employee's overall accommodations needs or plans are reviewed; and</p> <p>(c) when the employer reviews its general emergency response policies.</p>	N/A	N/A	Complete
	Complete			

28	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.	September 2024	Update current process.	
		September 2024	Develop and implement SOP on individualized accommodation plans.	
	28.(2) The process for the development of documented individual accommodation plans shall include the following elements: 1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan. 2. The means by which the employee is assessed on an individual basis. 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. 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. 5. The steps taken to protect the privacy of the employee's personal information. 6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done. 7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee. 8. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.	September 2024	Formalize current process with the implementation of standard operating procedures, including read and sign off by applicable employees.	
29	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.	N/A	N/A	Complete
	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 documented individual accommodation plans, as described in section 28, as part of the process.	N/A	N/A	Complete
	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.	N/A	N/A	Complete
30	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.	N/A	N/A	Complete
31	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.	N/A	N/A	Complete