

2016-2021 Accessibility Plan for BDO Canada LLP

This accessibility plan outlines the policies and actions that BDO will put into place to ensure accommodation for people with disabilities and compliance with accessibility legislation, including the *Accessibility for Ontarians with Disabilities Act* and corresponding regulations.

BDO shall take the following steps to meet the upcoming compliance deadlines:

Compliance Date	AODA duties	Steps to take	Status
January 1, 2016	BDO shall, upon request, provide or arrange for provision of accessible format and communication supports for persons with disabilities.	Educate staff on availability of alternate communication methods	Ongoing – staff are educated as to our accessibility policy and our commitment to inclusion, equity and dignity.
January 1, 2016	BDO shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	Establish formal processes and policies within our HR department to inform potential and existing employees of accommodation available for persons with disabilities. Include accommodation information in our recruitment documents.	Ongoing, language to be added to job postings: BDO Canada will provide reasonable accommodation to all applicants and employees. Please contact us if you need an accommodation to complete the application process.

Compliance Date	AODA duties	Steps to take	Status
			<p>Everyone counts: We believe every employee should have the opportunity to participate and succeed. Through leadership by our Chief Inclusion and Diversity Officer, we are committed to a workplace culture of respect, inclusion, and diversity. We recognize and celebrate the valuable differences among each of us, including race, religious beliefs, physical or mental disabilities, age, place of origin, marital status, family status, gender or gender identity and sexual orientation.</p>
January 1, 2016	<p>During recruitment processes, BDO shall notify applicants that accommodations are available upon request in relation to materials and processes to be used during assessment and selection, and shall consult with applicants if a particular applicant requests accommodation, in order that accommodation is provided in a manner that takes into account the applicant's needs.</p>	<p>Establish formal processes and policies within our HR department.</p>	<p>See above</p>

Compliance Date	AODA duties	Steps to take	Status
January 1, 2016	When making offers of employment, BDO shall notify successful applicants of its policies for accommodating employees with disabilities.	Include accessibility training and BDO's Accessibility Policy in onboarding for new employees.	Completed
January 1, 2016	BDO shall inform employees of policies used to support employees with disabilities, including policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. BDO shall provide this information as soon as practicable after an employee begins employment and shall provide update information as it arises.	Include accessibility training and BDO's Accessibility Policy in onboarding for new employees.	Completed
January 1, 2016	Upon request, BDO shall consult with an employee with a disability to provide or arrange for the provision of accessible formats and communication supports for information needed in order to perform the employee's job and information generally available to employees in the workplace, and consult with the employee making the request to determine the suitability of a particular format or support.	Establish processes and policies within our HR department.	<p>Ongoing, HR regularly works with employees on requests for accommodation</p> <ul style="list-style-type: none"> -Policies regarding disability leaves -Robust return to work program, assistance of third party provider (Manulife) -Consultation with employees regarding what accommodations are required and suitability

Compliance Date	AODA duties	Steps to take	Status
January 1, 2016	Develop documented individual accommodation plans for employees with disabilities.	Consult with HR to ensure the proscribed information is included in documented individual accommodation plans.	<p>Completed</p> <p>Our HR is trained on consulting with employees on accommodation request. We consult with employees on all accommodation requests, including if the employee requests the involvement of medical professionals.</p>
January 1, 2016	BDO shall develop and document a return to work process for employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work.	Consult with HR to ensure the proscribed information is included in documented return to work process.	<p>Completed</p> <p>We work with third party occupational service providers to assist us in accommodating employees. Employees have input on their return to work plan.</p>
January 1, 2016	During performance management, BDO shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans.	Establish formal processes and policies within our HR department.	<p>Ongoing – managers are trained as part of the new manager orientation program on coaching employees</p> <p>Establishment of National Inclusion and Diversity Council to foster equity and inclusion of persons with disabilities, minorities, women and indigenous persons in the workplace.</p>

Compliance Date	AODA duties	Steps to take	Status
January 1, 2016	During provision of career development and advancement, BDO shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans.	Establish formal processes and policies within our HR department.	<p>Ongoing –managers are trained as part of the new manager orientation program</p> <p>Establishment of National Inclusion and Diversity Council to foster equity and inclusion of persons with disabilities, minorities, women and indigenous persons in the workplace.</p>
January 1, 2021	BDO shall ensure that all of its websites and web content conform with WCAG 2.0 Level AA.	content	Ongoing -third party contractor engaged since 2016 to assess accessibility of web postings.