



Accessibility Plan

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1.1				
1.2				
2.0				
2.1				

Message from Executive Team

Sensibill is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence.

We believe in integration, and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and by meeting our accessibility requirements under Ontario's accessibility laws.

The following represents a review of the key standards of Accessibility as they relate to Sensibill, with updates on our achievements and plans for how we will prevent and remove barriers to accessibility.

Standard	Complete To Date (2017)	Strategy / Action Needed	2021 Update
Customer Service	<p>Product Accessibility:</p> <ul style="list-style-type: none"> - Our Receipts app and Support Tool are WCAG 2.0 compliant. - Engaged Accessibility Ontario for AODA accessibility audit. 	<p>Audit to be performed once a year. Actions taken based on results of audit.</p>	<p>Complete</p> <p>Audits to be performed annually</p>
Information & Communications	<p>Website updated to include accommodation on request</p> <p>Communications regarding emergency procedures reviewed and updated with employees</p>	<p>Website request feature to be implemented in 2017</p> <p>Ensure all website images are appropriately tagged with alternative text</p> <p>Ensure website is screen reader friendly</p> <p>Ensure all website images are accessible</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed previously; to be re-done once in a new office space (currently 100% remote).</p>
Employment	<p>Recruitment postings and career section</p>	<p>Website request feature to be implemented in 2017</p>	<p>Completed</p>

	<p>include line to request accommodation</p> <p>Selection based upon skills, abilities, experience.</p> <p>Processes and interview questions reviewed to ensure free of barriers</p> <p>Policy posted/communicated to employees</p> <p>Employee training complete</p>	<p>Office orientation & Accessibility training sign off in Bamboo. All policies require employee review and signoff annually and upon joining Sensibill.</p> <p>Accessibility training performed annually.</p>	<p>Completed</p> <p>Completed</p> <p>Policy reviewed, updated, and signed by all employees in 2021.</p> <p>Completed</p>
Transportation	Not applicable to Sensibill		
Design of Public Spaces	Not applicable to Sensibill		