



ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005

INTEGRATED ACCESSIBILITY STANDARDS – Multi-Year Accessibility Plan

Part I – GENERAL REQUIREMENTS

Section	Initiative	Description	Action	Status	Compliance Date
3	Establishment of Accessibility Policies	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.	<p>McMillan is dedicated to the development, implementation and maintenance of policies governing its commitment to and the requirements under the Accessibility Standards.</p> <p>McMillan has a Customer Standard Policy and an Integrated Accessibility Standards Policy that govern the provision of services under the <i>Accessibility for Ontarians with Disabilities Act, 2005</i>.</p>	Complete	January 1, 2014
		3. (2) Large organizations shall include a			

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3		statement of organizational commitment to meet the accessibility needs of persons with disabilities in a timely manner in their policies.		Complete	January 1, 2014
4	Accessibility Plans	<p>4. (1) Large organizations shall,</p> <p>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;</p> <p>b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and</p> <p>c) review and update the accessibility plan at least once every five years.</p>	<p>A copy of McMillan's Accessibility Plan is posted on its firm intranet and website. A copy of the firm's Accessibility Plan will be provided in an accessible format upon request.</p> <p>Requests can be made as follows:</p> <ul style="list-style-type: none"> • Email: accessibility@mcmillan.ca • Telephone: 416.865.7000 • In writing to: McMillan LLP 181 Bay Street, Suite 4400 Toronto, ON M5J 2T3 • Any other form that takes into account the requestor's disability <p>(c) McMillan's Accessibility Plan will be consistently under review until all objectives are carried out. Thereafter, McMillan will review and update its Accessibility Plan at</p>	Complete	January 1, 2014

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			least once every five years.		

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6	Self-Serve Kiosks	6. (2) Large organizations and small organizations shall have regard to the accessibility for persons with disabilities when designing, procuring or acquiring self-service kiosks.	Not Applicable	N/A	N/A
7	Training	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 <i>Human Rights Code</i> as it pertains to persons with disabilities to, <ul style="list-style-type: none"> 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. 	McMillan will ensure that training is provided as appropriate on the requirements of the accessibility standards referred to in the Regulation and the <i>Human Rights Code</i> , and will ensure that new firm members complete the required training within a reasonable time of having accepted employment with McMillan.	Complete	January 1, 2015
7		7. (4) Every obligated organization shall provide training in respect of any changes to the policies described in section 3 on an ongoing basis.	McMillan will provide training in respect of any changes to policies described in section 3.		January 1, 2015 (ongoing thereafter)
		7. (5) Every obligated organization shall keep a record of the training provided	McMillan will keep a record of		January 1, 2015

7		under this section, including the dates on which the training is provided and the number of individuals to whom it is provided.	training provided in accordance with the requirements under this section.		(ongoing thereafter)
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PART II – Information and Communications Standards

Section	Initiative	Description	Action	Status	Compliance Date
11	Feedback	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.	McMillan has established feedback processes across the firm, both internally and externally.	Complete	January 1, 2015
12	Accessible Formats & Communication Supports	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.	McMillan has established policies and processes around providing or arranging for the provision of accessible formats and communication supports for persons with disabilities in accordance with the Regulation.	Complete	January 1, 2016

Section	Initiative	Description	Action	Status	Compliance Date
12		12. (2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	McMillan will consult and work collaboratively with the person making the request to determine suitability of an accessible format or communication support, and has researched and identified potential accessible formats/communication supports that may be requested.	Complete	January 1, 2016
12		12. (3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	McMillan will use its external website to notify the public about the availability of accessible formats and communication supports.	Complete	January 1, 2016

Section	Initiative	Description	Action	Status	Compliance Date
13	Emergency Procedures, Plans or Public Safety Info	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.	Not Applicable.	N/A	N/A
14	Accessible Websites & Web Content	14. (2) Designated public sector organizations and large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG)2.0, initially at Level A and increasing to Level AA, and shall do so in accordance with the schedule set out in this section.	<p>McMillan will take action to ensure that its websites and web content will conform with WCAG 2.0 Level AA, by January 1, 2021, other than,</p> <ul style="list-style-type: none"> • success criteria 1.2.4 Captions (Live) • success criteria 1.2.5 Audio Descriptions (Pre-recorded) <p>as outlined by the Regulation.</p> <p>McMillan is working with an outside vendor ("Parachute Design Group Inc.") who have expertise in this area to ensure compliance.</p>	Complete	<p>January 1, 2021</p> <p>All internet websites and web content must conform with WCAG 2.0 Level AA, other than,</p> <ul style="list-style-type: none"> • success criteria 1.2.4 Captions (Live) • success criteria 1.2.5 Audio Descriptions (Pre-recorded).

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15	Educational & Training Resources & Materials	<p>15. (1) Every obligated organization that is an educational or training institution shall do the following, if notification of need is given:</p> <ol style="list-style-type: none"> 1. Provide educational or training resources or materials in an accessible format that takes into account the accessibility needs due to a disability of the person with a disability to whom the material is to be provided by, <ol style="list-style-type: none"> i. procuring through purchase or obtaining by other means an accessible or conversion ready electronic format of educational or training resources or materials, where available, or ii. arranging for the provision of a comparable resource in an accessible or conversion ready electronic format, if educational or training resources or materials cannot be procured, obtained by other means or converted into an accessible format. 2. Provide student records and information on program requirements, availability and descriptions in an accessible format to persons with disabilities. 	Not Applicable.	N/A	N/A

Section	Initiative	Description	Action	Status	Compliance Date
16	Training to Educators	16. (1) In addition to the requirements under section 7, obligated organizations that are school boards or educational or training institutions shall provide educators with accessibility awareness training related to accessible program or course delivery and instruction.	Not Applicable.	N/A	N/A
16		16. (2) Obligated organizations that are school boards or educational or training institutions shall keep a record of the training provided under this section, including the dates on which the training is provided and the number of individuals to whom it is provided.	Not Applicable.	N/A	N/A
17	Producers of Educational or Training Material	17. (1) Every obligated organization that is a producer of educational or training textbooks for educational or training institutions shall upon request, make accessible or conversion ready versions of the textbooks available to the institutions.	Not Applicable.	N/A	N/A

Section	Initiative	Description	Action	Status	Compliance Date
17		17. (2) Every obligated organization that is a producer of print-based educational or training supplementary learning resources for educational or training institutions shall upon request, make accessible or conversion ready versions of the printed materials available to the institutions.	Not Applicable.	N/A	N/A
18	Libraries of educational & training institutions	18. (1) Subject to subsection (2) and where available, the libraries of educational and training institutions that are obligated organizations shall provide, procure or acquire by other means an accessible or conversion ready format of print, digital or multimedia resources or materials for a person with a disability, upon request. (2) Special collections, archival materials, rare books and donations are exempt from the requirements of subsection (1).	Not Applicable.	N/A	N/A

PART III – Employment Standard

Section	Initiative	Description	Action	Status	Compliance Date
22	Recruitment – General	22. Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	McMillan has assessed its recruitment processes to ensure its firm members and the public are notified about the availability of accommodation for applicants with disabilities in its recruitment processes, in accordance with Section 22 – 32 of the Regulation.	Complete	January 1, 2016
23	Recruitment, Assessment or Selection Process	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.	<p>McMillan has amended its recruitment process to ensure that job applicants are notified of the availability of accommodations when they are individually selected to participate in an assessment or selection process.</p> <p>The availability for accommodation during its recruitment processes is also outlined on the careers section of McMillan’s external website and on all McMillan job advertisements.</p>	Complete	January 1, 2016
23		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	If a selected applicant requests an accommodation, McMillan will consult with the applicant and provide or arrange for the provision of a suitable	Complete	January 1, 2016

Section	Initiative	Description	Action	Status	Compliance Date
		into account the applicant's accessibility needs due to disability.	<p>accommodation in a manner that takes into account the applicant's accessibility needs due to disability.</p> <p>McMillan has established an Accommodation Policy which governs the provision of suitable accommodation in a manner that teaks into account the requestor's accessibility needs.</p>		
24	Notice to Successful Applicants	24. Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	McMillan will, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	Complete	January 1, 2016
25	Informing Employees of Supports	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.	All McMillan policies used to support its employees with disabilities are available to firm members via our firm intranet, and are provided to new firm members within a reasonable time of having accepted employment with McMillan.	Complete	January 1, 2016

Section	Initiative	Description	Action	Status	Compliance Date
25		25. (2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	This information, including policies and applicable training, will be provided to new firm members as soon as practicable after they begin their employment.	Complete	January 1, 2016
25		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.	At present, McMillan firm members are already notified of changes to existing policies via e-mail and/or the firm intranet. These processes will be applied when there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability.	Complete	January 1, 2016
26	Accessible Formats & Communication Supports for Employees	<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>	McMillan's Accommodation Policy outlines the process with respect to responding to requests for accessible formats and communication supports in accordance with the requirements of Section 26 of Regulation.	Complete	January 1, 2016

Section	Initiative	Description	Action	Status	Compliance Date
26		26.2. The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.		Complete	January 1, 2016

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27	Workplace Emergency Response Information	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.	McMillan has an internal emergency response and information plan that is relayed to all new and existing employees. Individual emergency response plans have been developed and documented for those who require them.	Complete	January 1, 2012
27		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.	Complete	Complete	January 1, 2012
27		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.	Complete	Complete	January 1, 2012
		27. (4) Every employer shall review the individualized workplace emergency			

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27		response information, a) when the employee moves to a different location in the organization; b) when the employee's overall accommodations needs or plans are reviewed; and c) when the employer reviews its general emergency response policies.	Complete	Complete	January 1, 2012

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28	Documented Individual Accommodation Plans	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.	McMillan's Accommodation Policy outlines the Firm's process for the development of documented individual accommodation plans for employees with disabilities.	Complete	January 1, 2016
28		<p>28. (2) The process for the development of documented individual accommodation plans shall include the following elements:</p> <ol style="list-style-type: none"> 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 	McMillan's Accommodation Policy includes the elements outline in Section 28 (2) and 28 (3) of the Regulation with respect to the development of documented individual accommodation plans.	Complete	January 1, 2016

Section	Initiative	Description	Action	Status	Compliance Date
		<p>accommodation plan.</p> <p>5. The steps taken to protect the privacy of the employee's personal information.</p> <p>6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.</p> <p>7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.</p> <p>8. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.</p>			
28		<p>28. (3) Individual accommodation plans shall,</p> <p>a) if requested, include any information regarding accessible formats and communications supports provided, as described in section 26;</p> <p>b) if required, include individualized workplace emergency response information, as described in section 27; and</p> <p>c) identify any other accommodation that is to be provided.</p>		Complete	January 1, 2016

Section	Initiative	Description	Action	Status	Compliance Date
29	Return to Work Process	<p>29. (1) Every employer, other than an employer that is a small organization,</p> <p>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</p> <p>b) shall document the process.</p>	McMillan has established policies which document its return to work process for its firm members who have been absent from work due to a disability and require disability related accommodations.	Complete	January 1, 2016

Section	Initiative	Description	Action	Status	Compliance Date
29		<p>29. (2) The return to work process shall,</p> <ul style="list-style-type: none"> 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 individual documented accommodation plans, as described in section 28, as part of the process. 	McMillan's return to work procedure meets the requirements found under section 29. (2).	Complete	January 1, 2016
29		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.	McMillan's return to work procedure does not replace or override any other return to work process created by or under any other statute.	Complete	January 1, 2016
30	Performance Management	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.	McMillan will 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.	Complete	January 1, 2016
		31. (1) An employer that provides career			

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31	Career Development & Advancement	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.	McMillan will 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.	Complete	January 1, 2016

Section	Initiative	Description	Action	Status	Compliance Date
32	Redeployment	32. (1) An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.	McMillan will review all individual accommodation plans in conjunction with redeployment to ensure that related processes and tools are designed to take into account the accessibility needs of firm members with disabilities.	Complete	January 1, 2016

Accessibility Plan updated May 1, 2021