

NEW ACCESSIBILITY REQUIREMENTS ARE COMING INTO EFFECT JANUARY 1st HERE'S WHAT YOU NEED TO KNOW

As of January 1, 2014:

A business or non-profit organization that has **20 or more employees** must file a second accessibility compliance report by **December 31, 2014**.

Businesses that have **50 or more employees** must:

- have accessibility policies to achieve accessibility goals, and tell employees and customers about them
- have a multi-year accessibility plan that outlines what will be done to meet accessibility requirements now and in the future, and put it on their website
- consider accessibility when purchasing or designing self-service kiosks
- make sure that any significant website updates, new websites and new web content are accessible.

Starting January 1, 2015:

If a business or non-profit organization has **20-49 employees**, it must:

- create accessibility policies to help achieve accessibility goals, and tell employees and customers about them
- consider accessibility when purchasing or designing self-service kiosks

If a business or non-profit organization has **50 or more employees**, it must:

- train staff on Ontario's accessibility laws
- make surveys, comment cards or other feedback processes accessible upon request.

Need help?

Please visit ontario.ca/accessibility for a step-by-step guide on how to file your report and a complete list of all your legal requirements under the AODA.

Failure to File

Please note that organizations that do not report by December 31 could be subjected to action on behalf of the Government of Ontario, including inspections, Director's Orders and financial penalties.

Questions or Comments?

Contact the Accessibility Directorate of Ontario:

Toll-free: 1.866.515.2025 / 416.849.8276

TTY Toll-free: 1.800.268.7095 / 416.325.3408

Email: accessibility@ontario.ca