

Morningstar Research Inc.

2013 to 2018 Multi-Year Accessibility Plan

Integrated Accessibility Standards Regulation (IASR)

		Proposed Implementation Date	Actual Date of Completion	Legislated Date for Morningstar
General Deliverables	Policies & Procedures			
	Create Policies with Statement of Organizational Commitment in written form	Nov. 2013	Dec. 2013	Jan.1, 2014
	Approval and Sign off	Dec. 2013	Dec. 2013	Jan.1, 2014
	Make available to the Public	Jan. 2014	Dec. 2013	Jan.1, 2014
	Available in Alternative Formats - upon request	Jan. 2014	Dec. 2013	Jan.1, 2014
	Accessibility Plan - Multi Year			
	Develop Accessibility Plan	Nov. 2013	Dec. 2013	Jan.1, 2014
	Accessibility Plans - Post to web	Jan. 2014	Jan. 2014	Jan.1, 2014
	Review every 5 years	Jan. 2018		Jan. 1, 2018
	Provide in alternative format – upon request	Jan. 2014	Jan. 2014	Jan.1, 2014
	Training			
	Train all Canadian employees & volunteers, policy developers, those providing goods or services on behalf of organization regarding IAS and Human Rights Code. Provide global partners with information to support call center training material for contact handling process.	Dec. 2014	Jan. 2015	Jan.1, 2015
	Decide on training delivery	Oct. 2014	Oct. 2015	
	Create training schedule for current staff and new staff	Nov. 2014	Oct. 2015	
	Ensure sign in sheets for record keeping	Dec. 2014	On going	
Training completed	Dec. 2014	On going		
Information & Communications	Feedback			
	Feedback process is in place for receiving and responding to feedback - system is in place and available in accessible formats and with communication supports upon request.	Dec. 2014	Oct. 2015	Jan.1, 2015
	Accessible formats and communication supports			
	Provide or arrange for accessible formats and communication supports upon request (timely manner, at a cost that is no more than the regular cost charged to other persons).	Dec. 2015	Oct. 2015	Jan.1, 2016
		Proposed	Actual Date	Legislated

		Implementation Date	of Completion	Date for Morningstar
Information & Communications (cont.)	Website Accessibility			
	New Internet Website WCAG 2.0 Level AA (other than closed caption Live pre-recorded audio)	Dec. 2013	Jan. 2014	Jan.1, 2014
	All internet websites and web content WCAG 2.0 Level AA	Dec. 2020		Jan.1, 2021
	Review all content on website up to 2012 to ensure everything is accessible	Dec. 2020		Jan.1, 2021
Employment	Employment Standard			
	HR Staff to develop deliverables and processes for below:			
	Workplace Emergency Response for staff	Jul. 2013	Jul. 2013	Jan.1, 2012
	Recruitment			
	Notify employees and public regarding availability of accommodation	Dec. 2015	Oct. 2015	Jan.1, 2016
	Notify applicant of availability of accommodation upon request for assessments or selection process	Dec. 2015	Oct. 2015	Jan.1, 2016
	Inform employees of policies regarding job accommodations	Dec. 2015	Oct. 2015	Jan.1, 2016
	Providing accessible formats and communication supports available to perform job	Dec. 2015	Oct. 2015	Jan.1, 2016
	Individual Accessibility Plan			
	Have a documented (IAP) in place	Dec. 2015	Oct. 2015	Jan.1, 2016
	Return to Work			
	Have a Return to Work Process in place	Dec. 2015	Oct. 2015	Jan.1, 2016
	Performance Management			
	Ensure performance management processes take into account accessibility needs	Dec. 2015	Oct. 2015	Jan.1, 2016
	Career Development and Advancement			
	Ensure career development and advancement information takes into account accessibility needs	Dec. 2015	Oct. 2015	Jan.1, 2016
Redeployment Procedure				
Ensure redeployment process takes into account accessibility needs	Dec. 2015	Oct. 2015	Jan.1, 2016	
Public Spaces	Design of Public Spaces			
	Incorporate accessibility regulations in accordance to any legal and binding contracts that are entered into in relation to our premises, as applicable to new developments, redeveloped, or when making major changes to existing space or service related elements.	Dec. 2016	Nov. 2015	Jan.1, 2017
	Provide maintenance and repair within our contractual obligations and capabilities to the accessible parts of public spaces within our premises.	Dec. 2016	Nov. 2015	Jan.1, 2017
	Develop procedures for preventative and emergency maintenance of accessible elements in public spaces within our premises.	Dec. 2016	Apr. 2017	Jan.1, 2017
	Develop procedures for dealing with temporary disruptions when accessible elements under public spaces not working within our premises.	Dec. 2016	Apr. 2017	Jan.1, 2017
Report every three years	Jan 1, 2020		Jan.1, 2020	