Multi-Year Accessibility Plan
Statement of Commitment

As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005), and its associated standards and regulations.

StarTech.com understands that we have a responsibility for ensuring a safe, dignified, and welcoming environment for everyone. We are committed to ensuring our organization's compliance by incorporating accessibility legislation into our policies, procedures, equipment requirements, training, and best practices. We will review these policies and practices annually, as organizational changes occur, or in anticipation of compliance deadlines. In addition, we will strive to meet the needs of individuals with disabilities in a timely and effective manner.

Providing an accessible and barrier-free environment is a shared effort, and as an organization, StarTech.com is committed to working with the necessary parties to make accessibility for all a reality. For more detailed information on our accessibility policies, plans, and training programs, please contact the People and Culture team.

General Requirements:

Employment Standards

Action	Timeline					Responsibility
	Jan 1 2014	Jan 1 2015	Jan 1 2016	Jan 2021	Ongoing	
Add notification to internal and external job postings that, as requested, StarTech.com will accommodate people with disabilities during the recruitment and assessment processes			X		X	People and Culture
Review existing employment processes to identify potential barriers for people with disabilities; pro-actively modify existing, or develop new, employment processes to accommodate people with disabilities, as required			X		X	People and Culture
When making offers of employment StarTech.com will notify the successful applicant of its policies for accommodating employees with disabilities			X		X	People and Culture
StarTech.com will inform employees of policies used to support those employees with disabilities. StarTech.com will also provide this information to new employees as soon as they begin their employment with StarTech.com			X		X	People and Culture
Review Early and Safe Return to Work Procedure to identify potential barriers for people with disabilities and modify existing, or develop new, individual accommodation plans and related policies to accommodate people with disabilities as required			X		X	People and Culture
On an ongoing basis and as required, accommodate people with disabilities during the return-to-work process					X	People and Culture

Employment Standards Continued

Action	Timeline					Responsibility
	Jan 1 2014	**Jan 1 2015**	**Jan 1 2016**	**Jan 2021**	**Ongoing**	
During the performance management process, StarTech.com will take into account the accessibility needs of employees with disabilities			X		X	People and Culture
StarTech.com will take into account the accessibility needs of employees with disabilities when providing career development and advancement programs and opportunities					X	People and Culture
StarTech.com will create and implement a written process for the development of individual accommodation plans for employees with disabilities			X		X	People and Culture
Provide individualized workplace emergency response information to employees who have a disability					X	People and Culture
Review the individualized workplace emergency response information as necessary due to an employee move or change in accommodation needs					X	People and Culture

General Requirements

Action	Timeline					Responsibility
	Jan 1 2014	**Jan 1 2015**	**Jan 1 2016**	**Jan 2021**	**Ongoing**	
Establish accessibility plans and as existing employment policies or processes are updated, and as new employment policies and processes are added, review the policies or procedures to identify potential barriers for people with disabilities	X				X	People and Culture
Create, post and maintain accessibility plans	X				X	People and Culture
StarTech.com will provide training to all employees on AODA standards and on the Ontario Human Rights Code as it relates to people with disabilities		X			X	People and Culture

Information and Communication Standards

Action	Timeline					Responsibility
	Jan 1 2014	**Jan 1 2015**	**Jan 1 2016**	**Jan 2021**	**Ongoing**	
Ensure that the process for receiving and responding to feedback are accessible			X		X	PC/IT/ Marketing
Notify the public about the availability of accessible formats and communication supports			X		X	PC/IT/ Marketing
Coordinate the delivery of training on WCAG 2.0, Level A for StarTech.com employees who are responsible for developing StarTech.com's website design and content	X				X	PC/IT/ Marketing
Coordinate the delivery of training on WCAG 2.0, Level AA for StarTech.com employees who are responsible for developing StarTech.com's website design and content				X	X	PC/IT/ Marketing
Develop and execute a project to review existing StarTech.com websites and modify them to conform to Level AA				X	X	PC/IT/ Marketing
Develop and implement a process to ensure that all future StarTech.com websites conform to Level AA				X	X	PC/IT/ Marketing