

HUMAN RESOURCES POLICIES AND PROCEDURES

SUBJECT: Accessibility Policy

POLICY #: 090

ISSUE DATE: November 4th, 2014

REVISION DATE:

PAGE 1 OF 3

The following policy was established by Hammond Power Solutions Inc. (HPS) in accordance with Regulation 191/11, "Integrated Accessibility Standards" (the Regulation), under the *Accessibility for Ontarians with Disabilities Act, 2005*. This policy applies to all HPS employees (Salaried & Hourly) in all Ontario locations.

These standards have been developed and implemented in order to create a barrier free Ontario, and to increase accessibility for all people with disabilities in the areas of information, communication and employment.

HPS is driven by the value of treating all of our stakeholders with dignity and respect. To this end, HPS is governed by this policy as well as Policy #100: Accessibility Customer Service Policy in meeting the accessibility needs of persons with disabilities.

Commitment

HPS is committed to treating all people in a respectful and dignified manner. We believe in integration and equal opportunity. We are committed to meeting the needs of persons with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the *Accessibility for Ontarians with Disability Act*.

This policy will be implemented in accordance with the time frames established by the Regulation.

Accessibility Plan

HPS will develop, maintain and document an Accessibility plan outlining HPS's strategy to prevent and remove barriers from its workplace and to improve opportunities for persons with disabilities.

The Accessibility Plan will be reviewed and update at least once every five years, and will be posted on the company's website. Upon request, HPS will provide a copy of the Accessibility Plan in an accessible format.

Training Employees and Volunteers

HPS will ensure that training is provided on the requirements of the accessibility standards referred to in the Regulation and continue to provide training on the *Human Rights Code* as it pertains to persons with disabilities, to:

- All its employees and volunteers;
- All persons who participate in developing HPS's policies; and,
- All other persons who provide goods, services or facilities on behalf of HPS

The training will be appropriate to the duties of the employees, volunteers and other persons. Employees will be trained when changes are made to the accessibility policy. New employees will be trained as soon as practicable. HPS will keep a record of the training it provides.

INFORMATION AND COMMUNICATIONS STANDARDS

Feedback

HPS will continue to ensure that its process for receiving and responding to feedback is accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communications supports upon request.

Accessible Formats and Communication Supports

Upon request, HPS will provide or will arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person's accessibility needs due to a disability.

HPS will consult with the person making the request in determining the suitability of an accessible format or communication support.

Accessible websites and web content

HPS will ensure that our Internet websites, including web content conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 at Level AA, except where this is impracticable.

EMPLOYMENT STANDARDS

Recruitment

HPS will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process.

HPS will 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.

If a selected applicant requests an accommodation, HPS will consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

HPS will, when making offers of employment, notify the successful applicants of its policies for accommodating employees with disabilities

Informing employees of supports

HPS will inform its employees of our policies used to support our 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. This information will be provided to all new employees as soon as practicable after commencing employment. As changes are made to any policies relating to job accommodations, HPS will communicate the changes to all employees.

Accessible formats and communication supports for employees

Upon the request of an employee with a disability HPS will consult with the employee to provide or arrange for the provision of accessible formats and communication supports for information that is needed in order to perform his or her job that is generally available to other employees. HPS will consult with the employee making the request in determining the suitability of an accessible format or communication support.

Workplace Emergency Response Information

HPS will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and if HPS is aware of the need for accommodation due to the employee's disability. HPS will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the employee requires assistance, HPS will, with the employee's consent, provide the workplace emergency response information to the person designated by HPS to provide assistance to the employee.

HPS will review the individualized workplace emergency response information with the employee should he/she move to a different location, or when the employee's overall accommodation needs are reviewed or when HPS reviews the general emergency response policy.

Documented Individual Accommodation Plans

HPS will maintain in place a Standard Practice Instruction (SPI) for the development of documented individual accommodation plans for employees with disabilities.

If requested, information regarding accessible formats and communications supports provided will also be included in individual accommodation plans.

In addition, the plans will include individualized workplace emergency response information (where required) and will identify any other accommodation that is to be provided.

Return to work process

HPS maintains a Standard Practice Instruction for the return to work process for all of our employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work. (Reference SPI G. 6B. RTW. 01 – Return to Work Policy)

The return to work process outlines the steps HPS will take to facilitate the return to work and will include documented individual accommodation plans as part of the process.

This return to work process will not replace or override any other return to work process created by or under any other statute (i.e. the *Workplace Safety Insurance Act, 1997*).

Performance Management, Career Development and Advancement & Redeployment

HPS will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement to employees, or when redeploying employees.

Questions about this policy

This policy has been developed for corporate use, to break down barriers and increase accessibility for persons with disabilities in the areas of information, communication and employment. For more information, or to request this policy in an alternate format, please contact:

Human Resources

accessibility@hammondpowersolutions.com

519-822-2441