

Integrated Accessibility Standards Policy

HR Policy: HR – 022

Approved by:	President – Brooklin Concrete Products Corp.
Originated:	September 2023
Revision Date:	
Applies to:	All Salaried and Hourly Employees of Brooklin Concrete
Administered by:	Human Resources

Policy Statement

This policy has been established in compliance with Regulation 191/11, "Integrated Accessibility Standards" ("Regulation") under the *Accessibility for Ontarians with Disabilities Act, 2005* ("AODA") and aligns with Brooklin Concrete's commitment to treat all employees in a manner that respects their dignity and independence. The intent of these standards is to break down barriers and increase accessibility for persons with disabilities, in the areas of Information and Communications, and Employment.

Brooklin Concrete is governed by this policy as well as the Accessibility for Customer Service Policy and AODA in meeting the accessibility needs of persons with disabilities.

Commitment

Brooklin Concrete is committed to treating all people in a manner that allows them to maintain their dignity and independence. 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 requirements under AODA.

Multi-Year Accessibility Plan

Brooklin Concrete has developed and will maintain and document a Multi-Year Accessibility Plan outlining its strategy to prevent and remove barriers from its workplace and to improve opportunities for persons with disabilities.

The Multi-Year Accessibility Plan will be reviewed and updated as needed and is posted on Brooklin Concrete's internal and external websites. Upon request, Brooklin

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Concrete will provide a copy of the Multi-Year Accessibility Plan in an accessible format.

Training Employees

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

- All its employees
- All persons who participate in developing Brooklin Concrete's policies
- All other persons who provide goods or services on behalf of Brooklin Concrete.

The training will be repeated as needed and when any changes or updates are made to our accessibility policies.

Information and Communication

Feedback

Brooklin Concrete ensures 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 communication supports, upon request.

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

Websites and Content

Brooklin Concrete will endeavor to ensure that their website will continue to conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG).

Employment Standards

Recruitment

Brooklin Concrete has notified its employees and the public about the availability of accommodation for candidates with disabilities in its recruitment process.

Brooklin Concrete notifies candidates when they are individually selected to participate further in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used.

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If a selected candidate requests accommodation, Brooklin Concrete will consult with the candidate and provide or arrange for suitable accommodation in a manner that considers the candidate's needs due to disability.

Notice to Successful Candidates

When making offers of employment, Brooklin Concrete will notify the successful candidate of its policies for accommodating employees with disabilities.

Informing Employees of Support

Brooklin Concrete will continue to inform its employees of its policies and updates to those policies that are used to support employees with disabilities, including policies on the provision of job accommodations that consider an employee's accessibility needs due to disability. This information will be provided to new employees with their onboarding training.

Accessible Formats and Communication Supports for Employees

Upon the request of an employee with a disability, Brooklin Concrete will consult with the employee to provide or arrange for the provision of, accessible formats and communication supports for information that is needed to perform his/her job, and information that is generally available to other employees. Brooklin Concrete will consult with the employee making the request to determine the format or communication support that is suitable.

Workplace Emergency Response Information

Brooklin Concrete provides individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is needed, and if Brooklin Concrete is aware of the need for accommodation.

When the employee requires assistance, Brooklin Concrete will, with the consent of the employee, provide the workplace emergency response information to the person designated by Brooklin Concrete to aid the employee.

A new or revised individualized plan will be provided as required.

Documented Individual Accommodation Policy

Brooklin Concrete maintains a written process for the development of documented individual accommodation plans for employees with disabilities. If requested, information regarding accessible formats and communication supports will also be

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included in individual accommodation plans. The plans will include individualized workplace emergency response information where required.

Return to Work Process

Brooklin Concrete maintains a documented return to work process for its employees who have been absent from work due to disability and who require disability-related accommodations to return to work. The return-to-work process outlines the steps Brooklin Concrete will take to facilitate the return to work and will include documented individual accommodation plans as part of the process.

Performance Management, Career Development, Advancement and Redeployment

Brooklin Concrete considers the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement to employees.

Questions about this policy

This policy has been developed to break down barriers and increase accessibility for persons with disabilities in the areas of Information and Communications, and Employment. If anyone has a question about this policy or would like to obtain this document in an alternate format, please contact Human Resources at Brooklin Concrete - hr@brooklin.com or 705-324-8265 ext. 108.

Revision History		
Date	Author	Reason
September 2023	Yvette Sturge	Policy Creation