

HEALTH AND SAFETY POLICIES AND PROCEDURES

SUBJECT: Accessibility Policies and Multi-Year Accessibility Plan

PURPOSE:

This 2014-21 accessibility plan outlines the policies and actions that ARVA Industries Inc. will put in place to improve opportunities for people with disabilities in compliance with the Accessibility for Ontarians with Disabilities Act 2005 (“AODA”), and specifically Regulation 191/11 “Integrated Accessibility Standards” (“IASR”).

PROCEDURE:

Statement of Commitment

ARVA Industries Inc. is committed to treating all people in a way that allows them to maintain their dignity and independence. We strongly believe in integration and equal opportunity. We are committed to meeting the needs of people 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 Disabilities Act.

Accessible Emergency Information

ARVA Industries Inc. is committed to providing customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

Training

ARVA Industries Inc. 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, all of ARVA Industries Inc. associates, and other persons or third parties who provide goods, services, or facilities.

Training on the requirements shall be appropriate to the duties of the individuals and will continue on an ongoing basis as new associates are hired. Associates will be trained when changes are made to the accessibility policy. Records will be kept of all training provided.

Kiosks

ARVA Industries Inc. shall have regard to accessibility for persons with disabilities when designing, procuring, or acquiring self-service kiosks.

Information and Communications

ARVA Industries Inc. is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs. ARVA Industries Inc. will ensure that any new websites established and the content on those sites will conform with WCAG 2.0, Level A.

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Date: June 11, 2018

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Approved by Manager: _____

Safety Rep: _____

ARVA Industries Inc. will take the following steps to make ensure existing feedback processes are accessible to people with disabilities upon request.

- Provide or arrange for the provision of such accessible formats and communication supports if practicable, or otherwise consider reasonable alternatives to achieve accessibility.
- Consult with the person making the request to determine the suitability of the accessible format or communication support.
- Provide or arrange for the provision of accessible formats and communication supports in a timely manner that takes into account the person's accessibility needs due to each individual's disability.
- Notify the public about the availability of accessible formats and communication supports.

ARVA Industries Inc. will take the following steps to make sure all publicly available information is made accessible upon request.

- Upon request, provide or arrange for the provision of accessible formats and communications supports for persons with disabilities in a timely manner that considers the person's accessibility needs due to disability.

ARVA Industries Inc. will ensure that all websites and content conform with WCAG 2.0, Level AA by **January 1, 2021**.

Employment

ARVA Industries Inc. is committed to fair and accessible employment practices.

When requested, ARVA Industries Inc. will take the following steps to accommodate people with disabilities during the recruitment and assessment processes and when people are hired:

- Notify associates and the public about the availability of accommodation for applicants with disabilities in the recruitment processes.
- 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.
- Consult with applicants requesting accommodation, and provide or arrange for the provision of a suitable accommodation that considers the applicant's accessibility needs due to their disability.
- When making offers of employment, notify the successful applicant about policies for accommodating associates with disabilities.

ARVA Industries Inc. will take the following steps to develop and put in place a process for developing individual accommodation plans, and return-to-work policies for employees, that have been absent due to a disability:

- Maintain a return-to-work process for associates who have been absent from work due to disability and who require disability-related accommodations to return to work based on the individual's specific needs and ARVA Industries Inc.'s ability to accommodate those needs.

- Review and amend our existing policy relating to associates with disabilities returning to work to ensure compliance with this Accessibility Plan and the Regulation.

ARVA Industries Inc. will take the following steps to ensure the accessibility needs of employees with disabilities needs are considered when using performance management, career development and redeployment processes:

- Managers and supervisors will be made aware of their responsibility to consider the accessibility needs of associates with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and when engaging in associate redeployment.

Design of Public Spaces

ARVA Industries Inc. will meet the Accessibility Standards for the Design of Public Spaces, if ever applicable (namely relating to: exterior paths of travel, accessible parking and/or operating service).

ARVA Industries Inc. will put the following procedures in place to prevent service disruptions to its accessible parts of its public spaces.

- In the event of a service disruption, we will notify the public of the service disruption and alternatives available.

For more Information

For more information on this accessibility plan, please contact ARVA Industries Inc. at (519) 631-2663