

# **AODA – Workers With Disabilities INTERGRATED ACCESSIBILITY STANDARDS**

Rev 1 – 01/23/2015



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## **Applicable Legislation:**

Accessibility for Ontarians with Disabilities Act, 2005 – Integrated Accessibility Standard, Ontario Regulation 191/11

## **Relevant Guidelines:**

Ontario Human Rights Code, R.S.O 1990.

## **Purpose:**

Laurel Steel will meet the requirements of the Ontario government for compliance to AODA Act 2005, including standards regarding Information and Communication and Employment under the Integrated Accessibility Standard. This policy will be implemented in accordance with the time frames established by the Regulation.

## **Scope:**

This program applies to all employees at Laurel Steel. It is recognized that there are many forms of disability including physical, mental, developmental, and learning disabilities. Whether a person's disability is apparent or not, Laurel Steel is committed to having all individuals treated with courtesy, made welcome, and have their needs respected by all Laurel Steel employees.

## **Policy:**

### **Accessibility Plan**

Laurel Steel will develop, maintain and document an Accessibility Plan outlining our plan to prevent and remove barriers from our workplace and to improve opportunities for persons with disabilities.

This accessibility plan will be reviewed and updated at least once every five (5) years and will be posted internally and on the company's website.

## **Training**

Laurel Steel will ensure that training is provided on requirements of the accessibility standards referred to in the Integrated Accessibility Standard. Training will be provided to: All of our employees and volunteers; All persons who participate in developing Laurel Steel's policies; And all other persons who provide goods, services, or facilities on behalf of Laurel Steel.

Laurel Steel will focus on the Information & Communication and Employment standards. The type and detail of training will depend on a teammate's position with the Company. There will be further training provided as these updates are created.

## **Information and Communications Standards**

### **Feedback & Accessible Formats**

Laurel Steel will continue to ensure that the needs and requests of persons with disabilities are meeting the expectations set forth by the AODA. The response to feedback will be given in a manner that is accessible to the person providing the feedback, and any other method that may be requested.

### **Accessible Websites & Web Content**

Laurel Steel will continue to ensure that our Internet website conform to the World Wide Web Consortium Content Accessibility Guidelines (WCAG) 2.0 – Level A except where this is impractical.

## **Employment Standards**

### **Recruitment**

Laurel Steel will notify our employees and the public about the availability of accommodation for applicants with disabilities in our recruitment process.

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## **Recruitment and Selection Process**

Laurel Steel will notify applicants when they are individually selected to participate in further in the selection process that accommodations are available upon request in relation to the material or processes to be used. If a selection applicant requests accommodation, we will consult with the applicant and provides or arrange for the suitable accommodation in a manner that take in to account the applicant's accessibility needs due to disability and work to ensure there are no safety concerns.

## **Notice to Successful Applicant**

When making offers of employment, Laurel Steel will notify the successful applicant of our policies for accommodating employees with disabilities.

## **Informing Employees of Support**

Laurel Steel will continue to inform our employees of our policies (and any updates on those policies) used to support employees with disabilities.

## **Accessible Formats and Communication Supports for Employees**

Upon the request of an employee with a disability, Laurel Steel will consult with the employee to provide or arrange for accessible formats and communication supports for information that is needed to perform his/her job and information that is generally available to other employees.

## **Workplace Emergency Response Information**

Laurel Steel will provide individualized workplace emergency response information to employees who have a disability when necessary and if Laurel Steel is made aware of the need for the accommodation due to the employee's disability. We will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the employee requires assistance, Laurel Steel will, with the consent of the employee, provide the workplace emergency response information to the person designated by Laurel Steel to provide assistance to the employee. Individualized workplace emergency response information will be reviewed when the employee moves to a different location in the organization, when the employee's overall accommodations needs or plans are reviewed or when Laurel Steel reviews its general emergency response policies.

## **Documented Individual Accommodation Plans**

Laurel Steel will develop documented individual accommodation plans for employees with disabilities. Once the "Individualized Employee Emergency Response Information" form is completed (where required) and reviewed with the employee, this form will serve as the formal document to be place in the employee's individual accommodation plan.

## **Return to Work Process**

Laurel Steel 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 in order to return to work. The return to work process will include the 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 our under any other statute. (ie. WSIB, OSHA)

## **Performance Management, Career Development & Advancement**

Laurel Steel takes into account the accessibility needs of employees with disabilities, as well as individual accommodation planes, when conducting performance management, providing career development and advancement.

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**Redeployment**

Laurel Steel takes into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, during redeployment.

**Available Documents**

Documents related to the Integrated Accessibility Standard of the Accessibility for Ontarians with Disabilities Act (AODA) will be made available upon request in an accessible format to the persons with disabilities. Requests can be made by mail, by phone or in person.

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