

## Accessibility Plan and Policies

This 2014-2021 accessibility plan outlines the policies and actions that Green Belting Industries Limited will put in place to improve opportunities for people with disabilities and meet the requirements under the Accessibility for Ontarians with Disabilities Act (Integrated Accessibility Standards).

### Statement of Commitment

Green Belting Industries Limited is committed to:

- Treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity.
- Providing a professional environment that promotes barrier-free access for all clients as required by the applicable legislation
- Providing employees and job applicants with reasonable accommodation
- Providing information in ways that are accessible to people with disabilities
- Meeting the needs of people with disabilities in a timely manner
- Meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act (AODA).

### Accessible Emergency Information

Green Belting Industries Limited is committed to providing publicly available emergency information in an accessible way *upon request*. We will also provide employees with disabilities with individualized workplace emergency response information if their disability makes it necessary and if we are aware of the need.

### Training

Green Belting Industries Limited will provide training to employees on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees.

Green Belting Industries Limited will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws by **January 1, 2015**:

- A training course will be provided and rolled out to all employees covered under this legislation
- All employees mentioned above will be trained as soon as practicable
- Incorporate Accessibility training into Green Belting Industries Limited New Orientation Procedures for all new hires
- Maintain a record of training provided under this section

### Self-service Kiosks

If Green Belting Industries procures or acquires self-service kiosks in the future, we will have regard to the accessibility for persons with disabilities and ensure that the kiosks incorporate the appropriate accessibility features.

### Information and Communications

Green Belting Industries Limited 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.

### Feedback

Green Belting Industries Limited will ensure existing processes for receiving and responding to feedback are accessible to people with disabilities by providing or arranging for the

provision of accessible formats and communication supports *upon request* by **January 1, 2015**:

### **Accessible Formats and Communication Supports**

Green Belting Industries Limited will take the following steps to provide or arrange for the provision of accessible formats and communication supports, upon request, for persons with disabilities by **January 1, 2016**:

- We will provide such accessible formats and communication in a timely manner that takes into consideration the person's accessibility needs due to their disability
- We will provide such accessible formats and communication at a cost that is no more than the regular cost charge to other persons
- We will consult with the person making the request to determine the suitability of an accessible format or communication support

### **Accessible Websites and Web Content**

Green Belting Industries Limited will take the following steps to make all internet websites and web content conform with the WCAG 2.0, Level AA standards, except when meeting such requirements are not practicable, to meet accessibility requirements under the Accessibility for Ontarians with Disabilities Act (Integrated Accessibility Standards) by **January 1, 2021**:

- All *new* internet websites and web content created sites conform with WCAG 2.0, Level A by **January 1, 2014**
- All new internet web sites and web content on those sites must conform with WCAG2.0 Level AA by **January 1, 2021**
- We will ensure that all employees involved in the development of our internet web sites and web content are aware of and have to developer guidelines and best practices for meeting his requirement

### **Employment**

Green Belting Industries Limited is committed to fair and accessible employment practices. We will take the following steps:

- To notify the public and staff that, when requested, Green Belting Industries Limited will accommodate people with disabilities during the recruitment and assessment processes and when people are hired by **January 1, 2016**
- To advise the public and employees through our public recruitment sites that, when requested, we will accommodate people with disabilities during the recruitment, selection and hiring processes
- To establish a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disabilities
- To ensure the accessibility needs of employees with disabilities are taken into account when Green Belting Industries is using performance management, career development and redeployment processes:
- To prevent and remove other accessibility barriers identified
- To incorporate these requirements into our HR policies and advise and make them available to all employees and managers.

### **For more information**

For more information on Green Belting Industries' Accessibility Plan, please contact Human Resources at: Phone: 905-564-6712, Ext. 5164, Email: [careers@greenbelting.com](mailto:careers@greenbelting.com).

*Accessible formats of this document are available free upon request*