



PURPOSE

The 2014-2021 accessibility plan outlines the policies and actions that *Durapaint Industries Ltd.* will put in place to improve opportunities for people with disabilities.

SCOPE

This policy applies to all employees, customers, clients, suppliers, volunteers, future candidates and guests *Durapaint Industries Ltd.*

STATEMENT OF COMMITMENT

Durapaint Industries Ltd. 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. 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 requirements under the Accessibility for Ontarians with Disabilities Act.

Accessible Emergency Information

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

Training

Durapaint Industries Ltd. will provide training to employees, volunteers and other staff members 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, volunteers and other staff members.

Information and Communications

Durapaint Industries Ltd. 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.

Employment

Durapaint Industries Ltd. is committed to fair and accessible employment practices.

COMMUNICATION

This policy will be communicated to all employees during a yearly HR Refresher. Any specific communications related to the Multi-Year Plan and AODA Requirements will be communicated to relevant parties based on the plan outline.

TRAINING

Training on this policy and the Multi-Year Plan will occur according to the requirements outlined on the Multi-Year Plan.

EVALUATION

This policy will be evaluated on an annual basis.

MULTI-YEAR PLAN**By December 31, 2017***Training*

- *Durapaint Industries Ltd.* will take the following measures to ensure that employees are provided with the training needed to meet Ontario's Accessibility Laws:
 - Train all staff on the general requirements and purpose of AODA.
 - Ensure all procurements staff, sales staff, reception staff, HR and Management has received training on the customer service standard.
 - Train all Joint Health and Safety Members on the Emergency Evacuation Accommodation policy.

Information and Communications

- *Durapaint Industries Ltd.* will take the following steps to ensure existing communication processes are accessible to people with disabilities upon request:
 - Ensure we are providing employees, suppliers and customers with appropriate methods to communicate.

Physical Environment

- *Durapaint Industries Ltd.* will have a more detailed assessment done that will cover in detail:
 - The number of changes and what those changes are and any additional details required
 - The costs of those changes
- All new construction will meet the current Accessibility Standards.

Information and Communication

- *Durapaint Industries Ltd.* will make sure that all publically available information is made accessible in appropriate format upon request.
- *Durapaint Industries Ltd.* will ensure they are providing employees with the following in an accessible format upon request:
 - Information that the employee needs to perform their job
 - General information that is available to all employees at work
- *Durapaint Industries Ltd.* will notify all staff about policies for supporting employees with disabilities through postings and the annual HR Refresher and during new employee orientation.
- All staff will be informed of changes made to policies regarding accessibility.

Employment Standard

- **Hiring:** *Durapaint Industries Ltd.* will take the following steps to notify the public and staff that, when requested, we will accommodate people with disabilities during the recruitment and assessment processes and when people are hired:
 - The new employee orientation program will state that we the employer will accommodate persons with disabilities upon request.
- **Work Reintegration:** *Durapaint Industries Ltd.* will take the following steps to develop and put in place a process for developing individual accommodation plans and work reintegration plans for employees that have been absent due to a disability:
 - The work-reintegration program for both work related and non-work related injuries and illnesses.
 - When applicable- new skills training
- **Performance Management and Career Development:** *Durapaint Industries Ltd.* will take the following steps to ensure the accessibility needs of employees with disabilities needs are taken into account when using performance management, career development and redevelopment processes:
 - Assessing job requirements, the person abilities and needs and determining what changes can be made to accommodate that person.
 - Ensuring the person is interested in career development or redeployment.

- For performance management- use an impartial rating scale
- Durapaint Industries Ltd. will take steps necessary to prevent and remove other accessible barriers as they arise.

Training

- *Durapaint Industries Ltd.* will take the following measures to ensure that employees are provided with the training needed to meet Ontario's Accessibility Laws:
 - Ensure and retrain all staff on the general requirements and purpose of AODA.
 - Ensure and retrain all procurements staff, sales staff, reception staff, HR and Management has received training on the customer service standard.
 - Retrain all Joint Health and Safety Members on the Emergency Evacuation Accommodation policy.

Physical Environment

- All new construction will meet the current Accessibility Standards.

2018

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- All new construction will meet the current Accessibility Standards.

August 27, 2018

Date

Mr. Derek Persram

Health and Safety Coordinator

Mrs. Joan Shivnauth

H.R. Manager