

SALUMATICS INC.

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES

MULTI-YEAR ACCESSIBILITY PLAN

PART 1: INTRODUCTION AND STATEMENT OF COMMITMENT

SALUMATICS INC. 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 persons with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility, meeting accessibility requirements and all standards under AODA.

The Regulations associated with the Integrated Accessibility Standards (hereinafter referred to as the “IASR”) under AODA require that SALUMATICS INC. establish, implement, maintain and document a Multi-Year Accessibility Plan which outlines the Company’s strategy to prevent and remove barriers for persons with disabilities and to meet its requirements under the IASR.

PART 2: ACCESSIBILITY AT SALUMATICS INC.

Accessibility Plan:

The AODA seeks to provide a fully accessible Ontario by 2025. Consistent with this objective, there are many obligations placed on organizations, including SALUMATICS INC., to ensure their workplaces and services are fully accessible to the public and employees, including persons with disabilities.

In accordance with the IASR, SALUMATICS INC.’s Multi-Year Accessibility Plan outlines SALUMATICS INC.’s comprehensive strategy to prevent and remove barriers to accessibility and to address the current and future requirements of the AODA.

In accordance with the requirements set out in the IASR, SALUMATICS INC. will:

- Post this Plan on its website (www.salumaticsinc.com);
- Provide this Plan in an accessible format, upon request; and
- Review and update this Plan as required.

The objective of the Multi-Year Accessibility Plan is to support SALUMATICS INC.’s compliance with the AODA and the IASR and SALUMATICS INC.’s commitment to treating all people in a way that allows them to maintain their dignity and independence.

Barrier Assessment – Methodology:

In accordance with the AODA and with SALUMATICS INC.’s commitment to treating all people in a way that allows them to maintain their dignity and independence while creating an inclusive work environment for SALUMATICS INC.’s people to develop to their full potential, our plan seeks to prevent and remove barriers to accessibility for persons with disabilities.

A “barrier” is anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability. Typical barriers to accessibility encountered by persons with disabilities include Physical / Architectural, Attitudinal, Informational/Communication, Systemic, and Technological barriers.

In an effort to better understand the barriers to accessibility encountered at SALUMATICS INC., feedback was gathered from relevant stakeholders, including SALUMATICS INC.’s people who may have, or have an awareness of, disabilities along with external subject-matter experts in diversity and disability management.

Barrier Definitions:

1. **Physical/Architectural:** design elements of a building or a space that cause problems for persons with disabilities.
2. **Attitudinal:** our perceptions of, and how we interact with, persons with disabilities.
3. **Informational/Communication:** things/situations that make it difficult for a person with a disability to give, receive or understand information.
4. **Systemic:** organizational policies or practices that (often unwittingly) restrict the participation of persons with disabilities.
5. **Technological:** poor or inexistent technology system that can prevent people from accessing information. Common tools like computers, telephones and other aids can all present barriers if they are not set up or designed with accessibility in mind.

PART 3: MOVING TOWARD ACCESSIBILITY

Training Employees:

SALUMATICS 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 to:

- All its employees;
- All persons who participate in developing SALUMATICS INC.’s policies; and
- All other persons who provide services on behalf of SALUMATICS INC.

The training will be appropriate to the duties of the employees and other persons. Employees will be trained when changes are made to the accessibility policy. New employees will be trained upon hire.

SALUMATICS INC. will keep a record of the training it provides.

Feedback:

SALUMATICS INC. will continue to ensure 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 communications supports, upon request.

SALUMATICS INC. Accomplishments and Progress to Date:

Consistent with SALUMATICS INC.’s objective of treating all people in a way that allows them to maintain their dignity and independence while creating an inclusive work environment for SALUMATICS INC.’s people to develop to their full potential; we have taken various steps to foster an accessible organization and workplace.

A. AODA COMMITTEE (Created 2014):

Commitment - SALUMATICS INC. is committed to complying with the provisions of the AODA.

Action Taken – Committee members ensure SALUMATICS INC.'s compliance with AODA requirements.

B. AODA Customer Service Standard Requirements:

Commitment - The accessibility standards for the Customer Service Regulation were created to establish accessibility standards for customer service in Ontario. In keeping with this Regulation, SALUMATICS INC. is committed to providing respectful services that focus on the unique needs of the individual. To achieve this, SALUMATICS INC. makes reasonable efforts to ensure that its policies, procedures and practices pertaining to the provision of goods and services to the public and other third parties adhere to the guiding principles set out in the *Accessibility Standards for Customer Service*.

Action Taken -

- (i) Creation and posting of Customer Service Standards Policy – Procedures and principles.
- (ii) Customer Service Training – Mandatory training was completed by all SALUMATICS INC. employees. Customer service training is also part of mandatory component onboarding for all new hires.
- (iii) Customer Service Standards/Feedback Notice – Customer Service Standards and Feedback Notice displayed within SALUMATICS INC.'s office and production facility.

C. AODA Individual Emergency Evacuation Procedures:

Commitment – SALUMATICS INC. is committed to complying with the provisions of the AODA in respect of this requirement, with the objective of making our Company safer for persons with disabilities during emergency circumstances.

Action Taken -

- (i) All existing and new employees who require an individual workplace emergency response plan are provided with an individual plan that takes into account their disability.
- (ii) All employees are made aware of the availability of individual emergency evacuation plans during the onboarding process.
- (iii) Information on how to obtain individual emergency evacuation plans are made available to all employees.
- (iv) All supervisors and managers have received training and resources to understand how to complete an Emergency Evacuation Plan and when an Individual Emergency Evacuation Plan is required.
- (v) When we become aware that an employee has a disability and that there is a need for accommodation, individualized workplace emergency response information will be provided to the employee as soon as practicable.

D. Disability Management and Return to Work Programs:

Commitment – SALUMATICS INC. is committed to ensuring all disabilities are managed in a way that promotes the dignity, independence, integration and equal opportunity of the person with disabilities. Accommodating, where possible, a Return to Work Program that will assist persons with disabilities to return to work. SALUMATICS INC. will work with the person with a disability to assist with the creation of this program.

Action Taken - SALUMATICS INC. has a comprehensive and structured disability leave management program and Return to Work Program for tailoring to individual needs.

PART 5: CLOSING STATEMENT

In accordance with the AODA and with SALUMATICS INC.'s objective of treating all people in a way that allows them to maintain their dignity and independence while creating an inclusive work environment for SALUMATICS INC.'s people to develop to their full potential, the Multi-Year Accessibility Plan is posted on SALUMATICS INC.'s website.

For the public:

This Multi-Year Accessibility Plan has been developed to break down barriers and increase accessibility for persons with disabilities. If anyone has a question or feedback about this Plan, or if the purpose of the Plan is not understood, please contact:

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3250 Ridgeway Drive, Unit 10
Mississauga, Ontario
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Fax: 905.412.3105
Email: steven.green@salumatics.com

AODA Multi-Year Accessibility Plan to Prevent and Remove Barriers

This plan lays out how Salumatics Inc. will;

- a) Meet the requirements of the Integrated Accessibility Standard,
- b) Address any current accessibility barriers for those with disabilities with regards to customer service, information and communications and emergency procedures and prevent and remove any future barriers.

Prior to January 1, 2014

Legislative Requirement	Deliverable	Progress to Date
Develop AODA policy including Customer Service Standard and feedback process. Make publically available on request	AODA Policy introduced in 2013. Available to public upon request.	Complete
Train those who deal with the public, third parties and those who develop and approve policies and practices on the customer service standards	Salumatics shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the AODA standards referred to in this Regulation.	One hour of training modules delivered to target Mississauga Operations Develop AODA Training Manual for Employees Complete
Statement of organizational/public commitment	Posted in conspicuous locations in office and production facility.	Complete
Individualized emergency response information	Address individualized response information in our Work Accommodation Plans. Assesses whether or not current employees require an individualized emergency response plan.	Complete

Legislative Requirement	Deliverable	Progress to Date
Update policy to include AODA Integrated Accessibility Standards	Revise existing policy	Approved and posted
Document a multi-year accessibility plan and post on website. Review plan every 5 years minimum.	Salumatics shall implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation; b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and c) review and update the accessibility plan at least once every five years.	Complete
Accessible Website & Web Content to conform to WCAG 2.0, Level A	New internet websites and websites modified substantially will conform to WCAG 2.0, Level A Standards effective January 2014. All internet websites and web content must conform with WCAG 2.0 Level AA effective January 2021.	In progress, ongoing discussions with IT Management to ensure compliance.
Notify the public about availability of accessible formats and communication supports on request	Notify public about availability of accessible formats and communication supports through our website.	Complete, Website is updated, AODA Policy is posted on the Salumatics Inc. website. Accessible formats and communication supports will be provided as required.

January 1, 2015

Legislative Requirement	Deliverable	Progress to Date
<p>Ensure that feedback processes are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communications supports on request</p>	<p>Arrange for accessible formats and communication supports for feedback as requested.</p> <p>Conduct a review of all feedback processes across the organization. Consult with all functional areas to make sure all feedback processes are captured.</p> <p>Ensure staff and management are aware of the need to accommodate upon request through training.</p>	<p>Complete. Feedback is received face to face, by phone or in format as requested.</p>
<p>Provide training on the requirements of the accessibility standards and on the Human Rights Code as it pertains to persons with disabilities</p>	<p>Provide training and coaching to employees.</p>	<p>Identified third party professional (Integral HR Solutions Inc.) to develop and introduce required training, coaching, and documentation.</p> <p>Complete</p>
<p>Update and re-file on line Customer Service Standard report with Gov't</p>	<p>Update and re-file on line report with Government</p>	<p>Online Report to be filed as required</p>

January 1, 2016

Legislative Requirement	Deliverable	Progress to Date
Notify Employees and public about accommodation for applicants with disabilities in our recruitment process	Review and revise recruitment process to meet the AODA Standard	Complete. Identified third party professional (Integral HR Solutions Inc.) to develop and introduce required training and coaching in relation to
Notify job applicants selected for assessment process that accommodations are available when requested related to materials or processes used	<p>Review and revise recruitment process to meet the AODA Standard.</p> <p>Include a statement in job postings stating our commitment in providing accommodations for persons with disabilities.</p> <p>Identify where we advertise, paper, website, bulletin board to eliminate systemic barriers.</p>	Complete
Recruitment, Assessment and Selection Process. Arrange selection process accommodation in consultation with applicant.	<p>During a recruitment process, Salumatics Inc. shall 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.</p> <p>Identify barriers: location of interview room, room set up for in person interviews, interviewing timelines, supports, paperwork, etc. Develop interview guidelines.</p>	Complete

<p>Notify successful applicants of accommodation policies</p>	<p>When making offers of employment, Salumatics Inc. will notify the successful applicant of our policies for accommodating employees.</p> <p>Put statement in employment offer letter/agreement.</p> <p>Revise accordingly to meet the AODA Standard recruitment process</p>	<p>Complete</p>
<p>Notify employee of policies of job accommodation and updates for Employees with disabilities</p>	<p>Salumatics Inc. shall inform its employees of policies used to support our employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.</p> <p>Management will communicate this initiative during group training sessions.</p> <p>Employees with disabilities will be advised on a personal basis.</p>	<p>Complete</p>

<p>As requested, arrange for accessible formats and communication supports for information needed to perform the job and information generally available in the workplace</p>	<p>Salumatics shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.</p> <p>The shall include the following elements:</p> <ul style="list-style-type: none"> - The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan. - The means by which the employee is assessed on an individual basis. - The manner in which the employer can request an evaluation by an outside medical or other expert to determine if and how accommodation can be achieved. - Take steps to protect the privacy of the employee 	<p>Complete</p>
<p>Develop and have in place a written process for individual accommodation plans for Employees with disabilities</p>	<p>Develop written policy and procedure for accommodating employees with disabilities</p>	<p>Complete</p>

<p>Develop and have in place a return to work process for Employees who have been absent from work due to a disability and require disability-related accommodations to return to work</p>	<p>Salumatics Inc. shall develop and introduce a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work; and (b) shall document the process.</p> <p>The return to work process shall, (a) outline the steps Salumatics will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and (b) use individual documented accommodation plans as part of the process.</p>	<p>Complete</p>
<p>Take into account accessibility needs of employees with disabilities and accommodation plans when using performance management, providing career development and advancement and redeploying employees</p>	<p>Salumatics shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.</p>	<p>Complete</p>
<p>Take into account Career Development & Advancement Opportunities</p>	<p>When introducing career development and advancement opportunities Salumatics shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.</p>	<p>Complete</p>