

Salumatics Inc.
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES
MULTI-YEAR ACCESSIBILITY PLAN

PART 1: INTRODUCTION AND STATEMENT OF COMMITMENT

Salumatics 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 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

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, to ensure their workplaces and services are fully accessible to the public and employees, including persons with disabilities.

In accordance with the IASR, Salumatics Multi-Year Accessibility Plan outlines Salumatics 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 will:

- Post this Plan on its website (www.salumatics.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 compliance with the AODA and the IASR and Salumatics 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 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 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, feedback was gathered from relevant stakeholders, including Salumatics 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 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 policies; and
- All other persons who provide services on behalf of Salumatics.

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 will keep a record of the training it provides.

Feedback:

Salumatics 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 Accomplishments and Progress to Date:

Consistent with Salumatics 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 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 is committed to complying with the provisions of the AODA.

Action Taken – Committee members ensure Salumatics 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 is committed to providing respectful services that focus on the unique needs of the individual. To achieve this, Salumatics 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 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 office and production facility.

C. **AODA Individual Emergency Evacuation Procedures:**

Commitment – Salumatics 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 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 will work with the person with a disability to assist with the creation of this program.

Action Taken - Salumatics 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 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 people to develop to their full potential, the Multi-Year Accessibility Plan is posted on Salumatics 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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