

# **Accessibility Plan and Policies for RJB Machining Ltd.**

This 2014-21 accessibility plan outlines the policies and actions that RJB Machining Ltd. will put in place to improve opportunities for people with disabilities.

## **Statement of Commitment**

RJB Machining 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 and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act, 2005.

## **About the Multi Year Plan**

RJB Machining Ltd.'s multi year plan outlines the ways the company will identify, prevent and remove barriers for people with disabilities. This plan was prepared in order to meet the obligations of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). The plan describes the actions taken by RJB Machining Ltd. and the actions in which it will be working towards for 2014-2021 that will identify, prevent and remove barriers for persons with disability.

## **Accessibility for Ontarians with Disabilities Act, 2005 (AODA)**

The AODA focuses on improving accessibility in areas such as buildings and spaces, employment, customer service, information and communications and transportation in the private, government and broader public sector. The AODA intends to achieve an accessible Ontario on or before January 1, 2025. To do so, mandatory and enforceable standards have been implemented.

These Standards include:

### **Customer Service Standard**

- Established as regulation 429/07
- Requirements include development of policies, practices and procedures as well as the provision of training for staff and volunteers who interact with the public

### **Integrated Accessibility Standard Regulation (IASR)**

- Established as regulation 191/11
- Brings together four standard areas in one proposed Regulation:
  - Information and Communication
  - Transportation
  - Employment
  - Design of Public Spaces

Requirements common to all standard areas include training and policy development

More information on the Standards can be found on the Ministry of Community and Social Services website at [www.mcss.gov.on.ca](http://www.mcss.gov.on.ca)

### **Accessible Emergency Information**

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

### **Training**

RJB Machining Ltd. will provide training to employees, 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, and other staff members.

RJB Machining Ltd. will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws by **January 1, 2015**:

- Develop and role out training informing employees about the requirements of the AODA.
- Educating employees on the Human Rights Code as it pertains to disability including definition of a disability
  - Establishing that anyone with a disability who hasn't already done so should come forward to discuss an individualized accommodation plan
- Review Emergency Response Plan – remove barriers where possible
  - Provide individualized workplace emergency response information to employees who have a disability.
- Review existing policies and procedures and update where necessary.
- Keep a record of training as it is completed, to ensure all staff have been trained and are retrained if there are changes to our accessibility policies

### **Kiosks**

RJB Machining Ltd. does not currently or plan in the future to have any self-service kiosks – should this change RJB Machining Ltd will ensure that it considers the needs of people with disabilities when designing, procuring or acquiring self-service kiosks

### **Information and communications**

RJB Machining Ltd. is committed to meeting the communication needs of people with disabilities.

RJB Machining Ltd. will take the following steps to make all new websites and content on those sites conform with WCAG 2.0, Level A by **January 1, 2014**:

- Review world wide web consortium and ensure all new information added to the website is done in a format that is accessible to those with disabilities

RJB Machining Ltd. will take the following steps to make ensure existing feedback processes are accessible to people with disabilities upon request by **January 1, 2015**:

- Create system for people to provide feedback

RJB Machining Ltd. will take the following steps to make sure all publicly available information is made accessible upon request by **January 1, 2016**:

- Create system for people to request more accessible information

RJB Machining Ltd. will take the following steps to make all websites and content conform with WCAG 2.0, Level AA by **January 1, 2021**:

- Revise and review current website content and format to ensure that website and web content are accessible to people with disabilities

### **Employment**

RJB Machining Ltd. is committed to fair and accessible employment practices.

We will take the following steps to notify the public and staff that, when requested, RJB Machining Ltd. will accommodate people with disabilities during the recruitment and assessment processes and when people are hired:

- Review policies and practices with respect to recruitment, hiring and interviewing as per the requirements under the employment standards act
- Notify employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.
- When making offers of employment notify successful applicants of policies for accommodating employees with disabilities

RJB Machining Ltd. will take the following steps to develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability:

- Inform all current and new employees of policies used to support employees with disabilities
- Provide where needs dictate, develop and document individual accommodation plans for employees who have a disability
  - Develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities
  - Individual accommodation plans will include
    - The accommodation we will provide
    - How we will help the employee stay safe in an emergency
    - Accessible formats and communication supports the employee may need
    - How and when we will review and update the plan
- Develop and have in place a return to work policy/process for employees who have been absent from work due to a disability in our Human Resources Policy and Procedure Manual.
- Include on job advertisements that accommodation is available
- Provide a copy of accommodation policy with all job offers
- Include a section in employee handbook about accommodation for those with disabilities, this manual is received by all employees at time of offer of employment

We will take the following steps to ensure the accessibility needs of employees with disabilities needs are taken into account if RJB Machining Ltd. is using performance management, career development and redeployment processes:

- Review individual accommodation plans to understand their needs and see whether adjustments can be made to help them succeed.
- Make performance management documents such as performance reviews available in accessible formats, such as large prints ,when asked
- Provide feedback and coach employees in a way that is accessible to them, such as using plain language for an employee who has a learning disability
- Consider what we can do to help employees with disabilities succeed in other positions in the organizations when they change jobs

#### Design of Public Spaces

RJB Machining Ltd. will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces. Public spaces include:

Recreational trails/beach access routes

Outdoor public eating areas like rest stops or picnic areas

Outdoor play spaces, like playgrounds in provincial parks and local communities

Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals

Accessible off street parking

Service-related elements like service counters, fixed queuing lines and waiting areas

RJB Machining Ltd. will put the following procedures in place to prevent service disruptions to its accessible parts of its public spaces.

- Reception or another employee representative will open doors for those needing assistance

In the event of a service disruption, we will notify the public of the service disruption and alternatives available.

For more information on this accessibility plan, please contact Alison Wills at:

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Accessible formats of this document are available free upon request.