

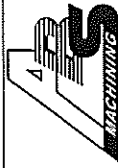


**Multi Year Accessibility Plan**  
Next Review Date: January 1, 2019

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**PART 1: General Requirements**

Regulation Section	Regulation Initiative	Regulation Description And Related Notes	Work Plan And Actions	Work Plan Status	Regulation Compliance Date
3	Establishment of Accessibility Policies	3(1). Every organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards referred to in this regulation.	Policy reviewed and approved and will be posted on website by January 1, 2015.	Completed.	January 1, 2014.
4	Accessibility Plans	4(1). Large Organizations shall establish, 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 regulations;  Post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and review and update the accessibility plan at least once every five years.	Work Plan reviewed and approved at June 13 2014 Senior Management and will be posted on website by August 31, 2014.  Policy and Work Plan will be reviewed and updated at least every 5 years, and no later than January 1, 2019.	Completed, redesign of website is in progress.	January 1, 2014.  Next Review date January 1, 2019.
7	Training	7(1). every obligated organization shall ensure that training is provided on the requirements of the accessibility standards referred to in this regulation and on the Human	Identify how many training levels and session are required for employees.  Identify what other existing	Will be compliant by 2015.	January 1, 2015.



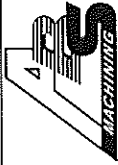
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		<p>Rights Code as it pertains to persons with disabilities to,          (a) all employees, and volunteers;          (b) all persons who participate in developing the organization's policies; and          (c) all other persons who provide goods, services or facilities on behalf of the organization</p>	<p>persons need to be trained          Ensure all training is completed by January 1, 2015 and is ongoing thereafter.</p>		
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**PART 2: Information and Communications Standards**

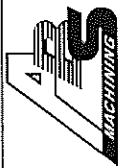
Regulation Section	Regulation Initiative	Regulation Description And Related Notes	Work Plan And Actions	Work Plan Status	Regulation Compliance Date
11	Feedback	<p>11(1). Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for accessible formats and communications supports, upon requests.</p> <p>Notes: Accessible formats could include large print, Braille, Accessible audio, electronic formats such as DVD, CD's</p> <p>Communications supports could include plain language formats, sign language, reading out loud, captioning or using written notes</p>	<p>Conduct a review of all feedback processes currently in place. Identify and implement required changes or options to provide accessible formats and/or communications supports choices, such as hard copies in various fonts, etc. by compliance date</p>	Will be compliant by 2015.	January 1, 2015.



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12	Accessible Formats and Communication Supports	12(1). Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, a) in a timely manner that takes into account the person's accessibility needs due to disability; and b) at a cost that is no more than a regular cost charged to other person.	Determine what accessible formats and communication support may be needed By January 1, 2016 that company will have a list of potential sources of external communication supports that may be required by persons with disabilities who request it.	Will be compliant by 2016.	January 1, 2016.
12	Accessible Formats and Communication Supports	12(2). The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	Each department receiving a request shall consult with the person making the request.	Will be compliant by 2016.	January 1, 2016.
12	Accessible Formats and Communication Supports	12(3). Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	Identify what accessible formats and communications supports that could be available  The website and all other forms of communication to the public will include a message about the availability of accessible formats and communications supports upon request.	Will be compliant by 2016.	January 1, 2016.
13	Emergency Procedures, Plans or Public Safety Information	13(1). in addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an			



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14	Accessible Websites and Web Content	accessible format or with appropriate communication supports, as soon as practicable, upon request. 14(2). Designated public sector organizations and large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, initially at Level 1 and increasing to Level AA, and shall do so in accordance with the schedule set out in this section.	Ensure internet website, existing and new, meet requirements by compliance deadlines.  Any new web content will be in compliance with WCAG Level AA.	Updates being completed on Company Website. Website will be in full compliance by 2015.	January 1, 2021.
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**Part 3: Employment Standard**

Regulation Section	Regulation Initiative	Regulation Description And Related Notes	Work Plan And Actions	Work Plan Status	Regulation Compliance Date
22	Recruitment - General	22(1). Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	Will identify options of notifying employees and public. For example, adding "We are an equal opportunity employer" in all recruitment communications and "only those selected for an interview will be contacted" to all job postings.	Will be in compliance by June 2014.	January 1, 2016.
23	Recruitment, assessment, or selection process	23(1). During the recruitment process, an employer shall notify job applicants, when they are individually selected to participate in an assessment or selection process	Will develop a recruitment process that meets AODA requirements and train appropriate levels of employees involved in the recruitment process.	Current procedures meet AODA requirements.	January 1, 2016.



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24	Notice to successful applicants	that accommodations are available upon request in relation to the materials or process to be used.  If a selected applicant requests an accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.	Will develop a process and train appropriate levels of employees in the job offer process. Examples include putting in every job offer and/or including in orientation process.	Current procedures meet AODA requirements.	January 1, 2016
25	Informing Employee of Supports	24(1). Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.  25 (1). Every employer shall inform its employees of its policies used to support its 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.	Will review and if required update policies, including the orientation process, and communicate updates to employees.	Current procedures meet AODA requirements.	January 1, 2016
25	Informing Employee of Supports	25(2). Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	Will review and if required update policies, including the orientation process, and communicate updates to employees.	Current procedures meet AODA requirements.	January 1, 2016
25	Informing Employee of Supports	25(3). Employer shall provide updated information to its employees whenever there is a change to existing policies on the provision of	Will review and if required update policies, including the orientation process, and communicate updates to employees.	Current procedures meet AODA requirements.	January 1, 2016



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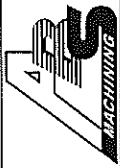
26	Accessible Formats & Communication supports for employees	job accommodations that take into account an employee's accessibility needs due to disability. 26(1). in addition to its obligations under section 12, where an employee with a disability so request its, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communications supports for, Information that is needed in order to perform the employee's job; and Information that is generally available to employees in the workplace.	Will provide or arrange to provide accessible formats and communications supports in consultation with an employee with a disability who requests it.	Current procedures meet AODA requirements.	January 1, 2016
26	Accessible Formats & Communication supports for employees	26 (2). the employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	Will review and if required update policies including the orientation policy, to include the need to consult, and communicate any updated policies to employees.	Current procedures meet AODA requirements.	January 1, 2016
27	Workplace emergency response information	27(1). every employer shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability.	Will be compliant by 2016.	Current procedures meet AODA requirements.	January 1, 2016
27	Workplace emergency response	27(2). if an employee who receives individualized workplace emergency response information requires	Individual places will be communicated to the persons designated to provide assistance	Current procedures meet AODA	January 1, 2016



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	information	assistance and with the employees consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.		requirements.	
27	Workplace emergency response information	27(3). employers shall provide the information required under the section as soon as practicable after the employer becomes aware of the need for accommodation due to the employees disability	See section 27(1) and 27(2).	Current procedures meet AODA requirements.	January 1, 2016
27	Workplace emergency response information	27(4). every employer shall review the individualized workplace emergency response information, (a) When the employee moved to a different location in the organization (b) When the employee's overall accommodation needs or plans are reviewed; and (c) When the employer reviews its general emergency response policies.	ABS machining Inc., will review the individual plan as per regulation 27(4).	Will be compliant by 2016.	January 1, 2016.
28	Documented Individual Accommodation Plans	28(1). Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.	Will review and if required update policies and communicate updates to employees.	Currently policies relating to a return to work plans after a work related injury will be applied to any non-work related injury	January 1, 2016.



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28	Documented Individual Accommodation Plans.	<p>28(2). the process for the development of documented individual accommodation plans shall include the following elements;</p> <p>The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.</p> <p>The means by which the employee is assessed on an individual basis.</p> <p>The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to determine if and how accommodation can be achieved.</p> <p>The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan.</p> <p>The steps taken to protect the</p>	See section 28(1).	Will be compliant by 2016. See sections 28(1).	January 1, 2016.
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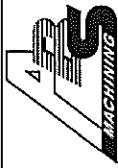
29	Return to Work Process	<p>privacy of the employees personal.</p> <p>The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.</p> <p>If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.</p> <p>The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.</p>	Will review and if required update policies and communicate updates to employees.	Currently policies relating to a return to work plans after a work related injury will be applied to any non-work related injury .	January 1, 2016
29	Return to Work Process	<p>29(1). every employer, other than an employer that is a small organizations,</p> <p>Shall develop and have in place 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</p>	Will review and if required update policies and communicate updates to employees.	Currently policies relating to a return to work plans after a work related injury will be applied to any non-work related injury .	January 1, 2016.
29	Return to Work Process	29(2). the return to work process shall, Outline the steps the employer will take to facilitate the return to work of	Will review and if required update policies and communicate updates to employees.	Currently policies relating to a return to work	January 1, 2016.



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29	Return to work process	<p>employees who were absent because their disability required them to be away from work; and use individual documented accommodated plans, as described in section 28 as part of the process.</p> <p>29(3). the return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.</p>		<p>plans after a work related injury will be applied to any non-work related injury.</p> <p>Will be compliant by 2016.</p>	January 1, 2016.
30	Performance Management	<p>30(1). an employer that uses performance management in respect of its employees 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 disability.</p>	<p>Will review and if required update policies and communicate updates to employees.</p> <p>Will review and if required update policies and communicate updates to employees.</p>	<p>Currently policies relating to a return to work plans after a work related injury will be applied to any non-work related injury</p> <p>Will be compliant by 2016</p> <p>Currently policies relating to a return to work plans after a work related injury will be applied to any non-work related injury</p>	January 1, 2016.



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31	Career Development & Advancement	31(1). an employer that uses performance management in respect of its employees 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.	Will assess performance management processes and related documents for accessibility purposes.	Will be compliant by 2016.	January 1, 2016
32	Redeployment	32 (1). An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.	Will review and update related policies and processes.	Will be compliant by 2016	January 1, 2016