

 King Laminare • StressCrete • Est. 1953 <b>STRESSCRETE GROUP</b> Quality People • Quality Products	<b>AODA Accessibility Plan</b>				
	<i>Version:</i> 1.0	<i>Date:</i> December 1, 2013	<i>Review Date:</i> December 1, 2014	<i>Written by:</i> Jacki Blythe	<i>Sr Mgmt Approval:</i> Michael Schwenger Jr.

***Purpose***

The StressCrete Group’s AODA Accessibility Plan identifies action items necessary for the fulfillment of our commitment to meeting the needs of disabled persons in a dignified manner and ensuring legislative compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (herein referred to as “AODA”).

Under AODA definitions, the Company is considered a large organization and thus all policies and documents related to the act are developed to meet or exceed the requirements for large organizations.

The StressCrete Group’s AODA Accessibility Plan is broken down into sections based on legislative requirements by date.

***Availability of Materials***

Development and maintenance of documents and other employment materials are the responsibility of the Human Resources Manager. Development and maintenance of sales materials are the responsibility of the Marketing Department.

“Printed Materials” are available from the Human Resources Department and may include posted information.

“Company Drive”, also called “the Z drive”, refers to the network folder that is available to employees of the StressCrete Group who are provided with a Company computer or laptop in their workspace.

“Company Website” refers to the Internet site at [www.stresscretegroup.com](http://www.stresscretegroup.com), where information is publicly available to internal and external parties. No credentials or log-ins are required to view AODA materials posted on the website. StressCrete’s website is the only electronic mechanism used by the public to obtain information about the Company; due to the nature of our products, self-services kiosks or similar devices are not used.

All materials will be provided in an accessible format upon request. The StressCrete Group may use accessible formats and communication supports such as large print, transcripts, signage and pictograms, and readers for information that must be received audibly.

***Compliance Assessment & Reporting***

Conducting an assessment to determine the specific steps and deadlines required to ensure the Company is in compliance with legislation is the responsibility of the Human Resources Manager.

To determine the requirements, the HR Manager must gain familiarity with the Accessibility for Ontarians with Disabilities Act, 2005, by utilizing online resources, external training/information seminars, and self-directed learning. Online tools include the [Integrated Accessibility Standards Regulation \(IASR\)](#), the [AODA Wizard](#), and the e-laws website for [Regulation 191/11](#).

The Human Resources Manager is also responsible for filing the Accessibility Compliance Reports on behalf of the Company by the required deadlines. This is done online at [Ontario.ca/OneSource](http://Ontario.ca/OneSource).

## **ITEMS DUE JANUARY 1, 2014 OR EARLIER**

The development, implementation, and training of all policies and documents relating to the Accessibility for Ontarians with Disabilities Act are the responsibility of the Human Resources Manager.

The following documents have been gone through the development, implementation, and training stages prior to January 1, 2014:

### **“Policy Regarding Accessibility for Persons with Disabilities”**

<u>Document Date</u>	January 1, 2012
<u>Training</u>	Training for existing employees was completed in December 2012  Employees hired after December 2012 will receive training during the first two weeks of employment during General Orientation  Training records are maintained by the Human Resources Department
<u>Availability</u>	In printed form, on the Company Z drive, on the Company website

### **“Accessibility Standard for Customer Service” (Employee/Agent Guide)**

<u>Document Date</u>	January 1, 2012
<u>Training</u>	Training for existing employees was completed in December 2012  Employees hired after December 2012 will receive training during the first two weeks of employment during General Orientation  Training records are maintained by the Human Resources Department
<u>Availability</u>	In printed form, on the Company Z drive

### **“AODA Accessibility Plan”**

<u>Document Date</u>	December 1, 2013
<u>Training</u>	All parties with responsibilities in the Plan will receive a copy of the Plan  Training records are maintained by the Human Resources Department
<u>Availability</u>	In printed form, on the Company Z drive, on the Company website

### **“AODA Statement of Commitment”**

<u>Document Date</u>	January 1, 2014
<u>Availability</u>	In printed form, on the Company Z drive, on the Company website

## **“Quick Reference Card: Visitor Information”**

<u>Document Date</u>	November 2011
<u>Availability</u>	In printed form

Maintenance of these documents is achieved by evaluation/review of the policy by the Human Resources Manager and the Executive Vice President, who is responsible for final approval of the initial document as well as any revisions.

The policy will be reviewed at least one month prior to the deadline for new requirements (i.e. December 1, 2014, December 1, 2015, and December 1, 2020) and at least once every five years thereafter.

The Company’s Emergency Response Plan is not made available to the public, but basic emergency information is communicated to visitors on the Visitor Information Card, which is available at reception. This card includes a statement about the availability of materials in an accessible format, when requested.

Conformity of the Company’s website at [www.stresscretegroup.com](http://www.stresscretegroup.com) with WCAG 2.0 Level A standards is the responsibility of the Vice President of Marketing. As of December 1, 2014, a website relaunch is being planned for 2015 and the web developers are aware of the requirements.

## **COMPLIANCE PLAN FOR ITEMS DUE JANUARY 1, 2015**

### ***Training (Reg. 191/11 Part II, Section 7)***

Sales agents representing the StressCrete Group will receive training by December 1, 2014. The training will be the same content presented to employees as outlined above. The Human Resources Manager will coordinate with the Vice President of Sales & Marketing on the distribution of training materials to sales agents.

Ensuring that all existing and new sales agents receive training will be the responsibility of the VP of Sales & Marketing.

Refresher training for employees and sales agents will be delivered within one month following approved revisions of the Policy Regarding Accessibility for Persons with Disabilities or associated documents.

Training records will be maintained by the Human Resources Department.

## **COMPLIANCE PLAN FOR ITEMS DUE JANUARY 1, 2016**

### ***Accessible Formats and Communication Supports (Reg. 191/11 Part II, Section 12)***

Development of a policy (or addendum to the existing policy) to address accessible formats and communication supports is the responsibility of the Human Resources Manager.

A draft will be submitted to the Executive Vice President for review & approval by December 1, 2015.

This document will include:

- a description of the accessible formats and communication supports to be used by the Company
- a list of resources that will be made into accessible formats
- the process by which materials will be produced
- the persons responsible for producing these materials

Any materials to be converted into accessible formats will be completed and available by January 1, 2016.

### ***Employment Standards***

***(Reg. 191/11 Part III, Sections 22-26, 28-32)***

Development of a policy (or addendum to the existing policy) to address items related to Employment Standards is the responsibility of the Human Resources Manager.

A draft will be submitted to the Executive Vice President for review & approval by December 1, 2015.

This document will include:

- procedures for notifying and/or consulting with individuals about accommodation processes at each stage of the recruitment/selection process, including:
  - the general recruitment stage
  - the assessment and selection stages
  - the offer of employment stage
- measures to ensure that the accommodation process takes into account the applicant's individual needs due to disability
- means of informing employees of supports, the timelines for notification, and the plan for addressing retraining required when policies are updated
- procedures for making documents and information available to employees in accessible formats
- procedures for developing individual accommodation plans in compliance with legislative requirements
- procedures for returning to work following a disability-related absence, including development of accommodation plans
- guidelines for taking disabilities into account when assessing/coaching employee performance
- guidelines for taking disabilities into account when conducting employee development and advancement activities
- procedures for promoting, reassigning, or transferring employees with disabilities to different roles or locations

Any materials to be converted into accessible formats will be completed and available by January 1, 2016.

## **COMPLIANCE PLAN FOR ITEMS DUE JANUARY 1, 2021**

### ***Accessible Websites and Web Content***

***(Reg. 191/11 Part II, Section 14)***

Conformity of the Company's website at [www.stresscretegroup.com](http://www.stresscretegroup.com) with WCAG 2.0 Level AA standards is the responsibility of the Vice President of Marketing.

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### ***Legislative Reference***

Ontario Regulation 191/11 - Integrated Accessibility Standards