



AODA Integrated Accessibility Standards Policy

PURPOSE: The Accessibility for Persons with Disabilities: Integrated Accessibility Standards Policy's purpose is to provide direction to staff to enable company representatives to meet the requirements of the Accessibility Standards for provision of services with Regulation 191/11, "Integrated Accessibility Standards" ("Regulation under the Accessibility for Ontarians with Disabilities Act (AODA), 2005).

SCOPE: This was developed to remove obstacles faced by persons with disabilities in order to facilitate their access with respect to information, communication and employment / advancement at The Plasman Group – A. P. Plasman as it applies to Canadian facilities.

POLICY: The Plasman Group – A. P. Plasman shares a commitment to providing accessibility to people with disabilities. The policy / guidelines are intended not only to remain compliant as per the compliance reporting but also, to meet the needs and of persons with disability in a timely manner, by removing barriers to accessibility and continuing to meet the requirements under the Accessibility for Ontarians with Disabilities Act by ensuring the following:

1. OUR MISSION

The Plasman Group – A. P. Plasman strives to be employer of choice, supplier of choice, and investment of choice, through the combined strengths of our people, our processes, and technology. We are committed to develop or provide assistance to ensure dignity and respect when dealing with people with disabilities.

2. OUR COMMITMENT

It is policy of The Plasman Group – A. P. Plasman that all locations are committed to providing equal opportunity to examine, remove and prevent barriers to ensure access to persons with disabilities. The Plasman Group will provide services, as necessary, in a manner that respects the dignity and independence of persons with disabilities. This policy will be implemented within the time frames established by the Regulation.

Our Value Statement is the cornerstone of our culture. The Plasman Group – A. P. Plasman shares a commitment to accessibility. We respect the differences of individuals and expect fair treatment for all persons regardless of reason.

Diversity: as part of our commitment to excellence, we seek to recognize and remove the obstacles faced by traditionally under-represented groups in order to facilitate their access to and their advancement at The Plasman Group – A. P. Plasman. We respect and celebrate the diversity of people who make up our community.

3. ACCESSIBILITY PLAN

The Plasman Group – A. P. Plasman will develop, maintain and document an Accessibility Plan outlining the company's strategy to prevent and remove barriers from its workplace and to provide equal opportunity for persons with disabilities in cooperation with the company's commitment to diversity.

The Plan will be reviewed and updated at least once every five years, and will be posted on the company's website. Upon request, The Plasman Group – A. P. Plasman will provide a copy of the plan in



an accessible format.

4. SELF-SERVICE KIOSKS

The Plasman Group – A. P. Plasman will communicate to people with disabilities in ways that take into account their disabilities. We will give consideration for accessibility when designing, procuring or acquiring self-serve kiosks to better serve persons with disabilities.

We will train our staff, (as required), on how to interact and communicate with people with various types of disabilities to include the usage of various assistive measures and devices noted below.

5. TRAINING EMPLOYEES AND VOLUNTEERS

The Plasman Group – A. P. Plasman is committed to provide training (as it applies to facility appropriate to the job duties & functions) to employees, temporary associates, students, volunteers, policy makers, and people who provide service(s) on behalf of the Company, or others as necessary on the requirements of accessibility standards referred to in the Regulation and continue to provide training / information on the Human Rights Code as it pertains to persons with disabilities.

A training record will be kept when training is provided, for new employees at orientation, and/or ongoing when changes are made to the policy,

We will train The Plasman Group – A. P. Plasman staff, as necessary, to communicate with users over the phone in plain language and to speak clearly. We will also make our staff familiar with telephone technologies intended for people with disabilities when such accommodation is requested.

6. INFORMATION AND COMMUNICATION STANDARDS

Feedback

The Plasman Group – A. P. Plasman is committed to ensuring a process for feedback, including receiving or responding while ensuring accessible formats are available so that persons with diverse disabilities, upon request have ability to provide feedback.

Accessible Formats and Communication Supports

Upon request, will ensure, provide, or will arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes in the specific need. Consultation with the person making the request in order to determine the accessible format or communication support will be a measure of ensuring the specific needs are corroborated.

The Plasman Group – A. P. Plasman will also notify the public about the availability of accessible formats and communication supports.

Accessible Websites and Web Content

The Plasman Group – A. P. Plasman will ensure that our Internet websites, including web content, conform to the World Wide Web Consortium Content Accessibility Guidelines (WCAG) 2.0, at Level AA except where this is impracticable

7. EMPLOYMENT STANDARDS



Recruitment

The Plasman Group – A. P. Plasman will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process.

Recruitment, Assessment or Selection Process

The Plasman Group – A. P. Plasman will notify job applicants, when they are individually selected to participate further in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used.

If accommodation is requested, by an applicant, they will be consulted to arrange necessary provision of suitable accommodation, based on the specific requirement of their need due to disability.

Notice to Successful Applicants

When making offers of employment, The Plasman Group – A. P. Plasman will notify the successful applicant of its policies for accommodating employees with disabilities.

Informing Employees of Supports

Upon hire and on an ongoing basis The Plasman Group – A. P. Plasman will continue to inform employees of its policies (including updates) used to support employees with disabilities, including policies of job accommodations that include an employee's accessibility needs due to disability.

Accessible Formats and Communication Supports for Employees

Upon request for accommodation, we will consult with the employee to provide or make arrangements for accessible formats and communication supports for information necessary to perform his/her job, and information that is generally available to the other employees.

Workplace Emergency Response Information

The Plasman Group – A. P. Plasman will provide individualized workplace emergency response information to employees who have a disability, if such is necessary. Employees are responsible to inform the Company of their need for accommodation in order to provide the necessary accommodation. Once advised, we will work to provide the accommodation / information as soon as practicable.

Where the employee requires assistance, The Plasman Group – A. P. Plasman will with the consent of the employee provide the workplace emergency response information to the designated person to provide assistance to the employee.

We will review the individualized workplace emergency response information if/when an employee changes jobs/location within The Plasman Group – A. P. Plasman.

Documented Individual Accommodation Plans

The Plasman Group – A. P. Plasman will maintain a written process for the development of documented accommodation plans for employees with disabilities.

In addition, the plans will include individualized workplace emergency response information (where required), and will identify any other accommodation that is to be provided.

Return to Work Process

The Plasman Group – A. P. Plasman maintains a documented return to work process for its employees



who have been absent from work due to disability and who require disability-related accommodations in order to return to work.

The return work process facilitates the return to work process and will include individual accommodation plans as a part of the process.

This return to work process will not replace or override any other return to work process created by or under any other statute (i.e. Workplace Safety Insurance Act, 1997).

Performance Management, Career Development and Advancement & Redeployment

The Plasman Group – A. P. Plasman will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement to employees, or when reassigning employees.

8. QUESTIONS ABOUT THIS POLICY

This policy has been developed to break down the barriers and increase accessibility for persons with disabilities in the areas of information and communications and employment. If anyone has any questions or requires clarification about the policy please contact Canadian facility Human Resource Manager at:

Canadian Facility Human Resource Manager Contact Information:

A. P. Plasman - Windsor Plant 1

5250 Outer Drive
Windsor, ON N9A 6J3
P - 519-737-1633 / F 519-737-6519

Build-A-Mold

5245 Burke Street
Windsor, ON N9A 6J3
P - 519-737-6984 / F 519-737-6572

A. P. Plasman - Windsor Plant 3

635 Sprucewood Avenue
Windsor, ON N9C 0B3
P – 226-221-8120 / F 226-221-8121

A. P. Plasman - Tilbury Plant

Box 538, 24 Industrial Park Road
Tilbury, ON N0P 2L0
P - 519-682-1155 / F 519-682-3355

A. P. Plasman - Tecumseh Plant

418 Silvercreek Industrial Road
R.R. #1 Tecumseh, ON N8N 4Y3
P - 519-727-4545 / F 519 -727-4549

And/or

Human Resource Business Partner

A.P. Plasman

5245 Burke Drive
Windsor, ON N9A 6J3
Canada
P – 519-737-6984 Ext. 1254

REFERENCES:

www.AccessON.ca

www.theplasmangroup.com “Our Commitments” Accessibility Commitment Statement & Customer Service Policy