



Accessibility Plan and Policies

Statement of Commitment

ANJ 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. ANJ is 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.

ANJ is committed to providing and maintaining premises that respect the dignity and independence of persons with disabilities and take the following steps to meet them.

- Emergency procedures, plans and public safety information that are prepared by ANJ and made available to the public, will be made available in an accessible format or with appropriate communication supports, upon request;
- An Accessible Format Request Form developed and made available on-line on the ANJ internal website, for completion by ANJ staff upon receipt of a request from the public for such documentation in an accessible format;
- An “Accessibility” tab will be added to the footer of the website www.anjindustrial.com, to communicate ANJ's accessible customer service policy including related procedures and guidelines;
- Continuing to welcome and appreciate feedback from persons with disabilities through multiple communication channels.

Accessible Emergency Information

ANJ 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.

- Individualized workplace emergency response information procedures will be developed for employees with disabilities, as required;
- Workplace Emergency Response Information forms will be prepared for employees who have disclosed a disability and who are being accommodated according to their disability;
- Where required, ANJ will provide assistance to specific disabled employees, with the disabled employees' prior consent, to help them evacuate the workplace in

case of an emergency. These plans for providing assistance will be set out in individualized emergency plans for the specified employees;

- On an ongoing and regular basis, and as per the applicable terms of the IASR ANJ will review and assess general workplace emergency response procedures and individualized emergency plans to ensure accessibility issues are addressed.

Training

ANJ will provide training to employees, volunteers and other staff members on Ontario's accessibility laws 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 the employees, volunteers and other staff members.

ANJ will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws.

- Establish an internal committee with the responsibility for developing appropriate training;
- Determine and ensure that appropriate training on the requirements of the IASR and on the Ontario Human Rights Code as it pertains to persons with disabilities, is provided to all employees, volunteers, third-party contractors who provide goods, services and facilities on ANJ's behalf, and persons participating in the development and approval of ANJ's policies
- Ensure that the training is provided to persons referenced above as soon as practicable
- Keep and maintain a record of the training provided, including the dates that the training was provided and the number of individuals to whom it was provided
- Ensure that training is provided on any changes to the prescribed policies on an ongoing basis

Information and Communications

ANJ is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs.

ANJ 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, 2021**, ANJ's internet website and web content will conform with WCAG 2.0 Level AA:

- Success criteria 1.2.4 Captions (Live) and
- Success criteria 1.2.5 Audio Descriptions (Pre-recorded) O. Reg. 191/11, s. 14(4)

ANJ will take the following steps to make and ensure that existing feedback processes are accessible to people with disabilities upon request.

- Ensure that existing and new processes for receiving and responding to feedback are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communication supports, upon request and in a timely manner;
- Consult with the person making the request to determine the suitability of the accessible format or communication support.

ANJ will take the following steps to make sure all publicly available information is made accessible upon request.

- Provide or arrange for the provision of accessible formats and communication supports in a timely manner that takes into accounts the person's accessibility needs;
- At a cost that is no more than the regular cost charged to other persons;
- Notify the public about the availability of accessible formats and communication supports.

Employment

ANJ is committed to fair and accessible employment practices.

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

- A review, and as necessary, modification of existing recruitment policies, procedures, and processes;
- Specifying that accommodation is available for applicants with disabilities, on ANJ's website and on job postings;
- Working with suppliers to ensure external Web pages are compliant with the Information and Communication Standards under the IASR's requirements;
- Inclusion of availability of accommodation notice as part of the script in the scheduling of an interview and/or assessment;
- If a selected applicant requests an accommodation, consult with the applicant and arrange for provision of suitable accommodations in a manner that takes into account the applicant's accessibility needs due to disability.

When making offers of employment, ANJ will notify the successful applicant of its policies for accommodating employees with disabilities. This will include:

- A review, and as necessary, modification of existing recruitment policies, procedures, and processes;

- Inclusion of notification of ANJ's policies on accommodating employees with disabilities in offer of employment letters

ANJ 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.

- Include in the process the manner in which the employee requesting accommodation can participate in the development of the plan;
- Include in the process the manner in which ANJ can request an evaluation by an outside medical or other expert, at ANJ's expense, to assist ANJ in determining if and how accommodation can be achieved
- Include in the process the manner in which the employee can request participation of a representative from his/her bargaining agent where an employee is in the bargaining unit, or the participation of another representative from the workplace where an employee is not in the bargaining unit;
- Steps are in place to protect the privacy of the employee's personal information;
- Outline the frequency in which individual accommodation plans will be reviewed and updated and the manner in which this will be done;
- Provide the employee with the reasons for the denial if an individual accommodation plan in a format that takes into account the employee's accessibility needs;
- If individual accommodation plans are established, ensure they include:
 - Individualized workplace emergency response information that is required;
 - Any information regarding accessible formats and communication supports that have been provided for or arranged, in order to provide the employee with;
 - Information that is needed in order to perform the employee's job;
 - Information that is generally available to employees in the workplace;
- Identify any other accommodation that is to be provided to the employee.

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

- Review, assess, and as necessary, modify existing policies, procedures, and practices to ensure compliance with the IASR;
- Take the accessibility needs of employees with disabilities and, as applicable, their individualized accommodation plans, into account when:
 - Assessing performance, managing career development and advancement, redeployment is required;

- Review, assess, and as necessary, include in Performance Management workshops, accessibility criteria;
- Take into account the accessibility needs of employees with disabilities when providing career development and advancement to its employees with disabilities, including notification of the ability to provide accommodations on internal job postings;
- Take into account the accessibility needs of employees with disabilities when redeploying employees, including review, and as necessary, modification of employee transfer checklist.

In accordance with the IASR, ANJ will inform all employees of policies that support 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 a disability. This will include:

- Informing current employees and new hires of ANJ's policies supporting employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's needs due to disability;
- Providing information under this section as soon as practicable after the new employee begins employment, specifically in the orientation process;
- Keeping employees up to date on changes to existing policies on job accommodations with respect to disability;
- Where an employee with a disability so requests it, ANJ will provide or arrange for provision of suitable accessible formats and communications supports for:
 - Information that is needed in order to perform the employee's job;
 - Information that is generally available to employees in the workplace;
- In meeting the obligations to provide the information that is set out in the paragraph above, ANJ will consult with the requesting employee in determining the suitability of an accessible format or communication support

Design of Public Spaces

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

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

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

For more Information

For more information on this accessibility plan,

Please contact John Beauchamp at:

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Accessible formats of this document are available free upon request from:

www.anjindustrial.com