



Integrated Accessibility Standards Policy

The following policy has been established by Massilly North America Inc. to govern employment and the provision of services in accordance with Regulation 191/11, "Integrated Accessibility Standards" ("Regulation") under the Accessibility for Ontarians with Disabilities Act, 2005.

These standards are developed to break down barriers and increase accessibility for persons with disabilities in the areas of information, communications and employment.

Massilly North America Inc. is governed by this policy as well as the Integrated Accessibility Standards and the Accessibility for Ontarians with Disabilities Act, 2005 in meeting the accessibility needs of persons with disabilities

Statement of Commitment

Massilly North America will develop, maintain and document an Accessibility Plan outlining the company's strategy to prevent and remove barriers from its workplace and to improve opportunities for persons with disabilities.

The Accessibility Plan will be reviewed and updated at least once every five years, and will be posted on the company's website. Upon request, Massilly North America will provide a copy of the Accessibility Plan in an accessible format.

Accessibility Plan

Training Employees

Massilly North America will ensure that training is provided on the requirements of the accessibility standards referred to in the Regulation and continue to provide training on the Human Rights Code as it pertains to persons with disabilities, to:

- all its employees
- all persons who participate in developing Massilly North America policies; and,
- all other persons who provide goods, services or facilities on behalf of the company

The training will be appropriate to the duties of the employees. Employees will be trained when changes are made to the accessibility policy. New employees will be trained as soon as practical. Massilly North America will keep a record of the training it provides.

Information and Communication Standards

Feedback

Massilly North America will continue to ensure that its process for receiving and responding to feedback is accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communications support, upon request.

Accessible Formats and Communications Supports

Upon request, Massilly North America will provide or will arrange for the provision of accessible formats and communication support for persons with disabilities in a timely manner that takes into account the person's accessibility needs due to disability.

Massilly North America will consult with the person making the request in determining the suitability of an accessible format or communication support.

Massilly North America will also notify the public about the availability of accessible formats and communication support.

Accessible Website and Web Content

Massilly North America will ensure that our Internet websites, including web content, conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level AA except where this is impracticable.

Employment Standards

Recruitment

Massilly North America will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process.

Recruitment Selection Process

Massilly North America will notify job applicants when they are selected to participate further in the selection process that accommodations are available upon request.

If a selected applicant requests an accommodation, Massilly North America will consult with the applicant and provide, or arrange for the provision of, suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

Notice to Successful Applicants

When making offers of employment, Massilly North America will notify the successful applicant of its policies for accommodating employees with disabilities, upon request.

Informing Employees of Supports

Massilly North America will continue to inform its employees of its policies (and any updates to those policies) used to support employees with disabilities, including policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. This information will be provided to new employees as soon as practicable after commencing employment.

Accessible Formats and Communication Support for Employees

Upon the request of an employee with a disability, Massilly North America will consult with the employee to provide, or arrange for the provision of, accessible formats and communication support for information that is needed to perform his/her job, and information that is generally available to other employees. In determining the suitability of an accessible format or communication support, Massilly North America will consult with the employee making the request.

Workplace Emergency Response Information

Massilly North America will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and if Massilly North America is aware of the need for accommodation due to the employee's disability. Massilly North America will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the employee requires assistance, Massilly North America will, with the consent of the employee, provide the workplace emergency response information to the person designated by Massilly North America to provide assistance to the employee.

Massilly North America will review the individualized workplace emergency response information when the employee moves to a different location in the organization, when the employee's overall accommodations needs or plans are reviewed and when Massilly North America reviews its general emergency response policies.

Documented Individual Accommodation Plans

Massilly North America will maintain a written process for the development of documented individual accommodation plans for employees with disabilities.

If requested, information regarding accessible formats and communications support provided will also be included in individual accommodation plans.

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

Massilly North America maintains a documented return to work process for its employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work.

The return to work process outlines the steps Massilly North America will take to facilitate the return to work and will include documented individual accommodation plans as 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.

Performance Management, Career Development and Advancement

Massilly North America 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 redeploying employees.

Questions about this policy

This policy has been developed to break down barriers and increase accessibility for persons with disabilities in the areas of information, communications and employment. If anyone has a question about the policy, or if the purpose of a policy is not understood, an explanation will be provided by:

Ziyoda Shukhratkhon
HR Specialist
(226) 250-3100 ext 223
zshukhratkhon@massilly.com

406 Elgin Street
Brantford, Ontario
N3S 7P6