

Purpose

This policy has been established in compliance with Ontario Regulation 191/11, "*Integrated Accessibility Standards*" under the *Accessibility for Ontarians with Disabilities Act, 2005*. It aligns with Teutech Industries' commitment to treat all employees, volunteers and customers in a way that respects their dignity & independence. This policy applies to all employees, volunteers and other persons who act on behalf of Teutech.

Commitment

Teutech is genuinely committed to treating all employees, volunteers and customers in a way that allows them to maintain their dignity and independence. We believe in creating an inclusive equal opportunity culture across the organization. Where it is not possible to remove barriers we will make efforts to accommodate and meet the needs of persons with disabilities in a timely manner in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*.

Accessibility Plan

Teutech has developed, will maintain a document outlining the strategy over a 5 year period to prevent and remove barriers within the workplace; an effort to create an accessible workplace. This plan will be reviewed at least every 5 years and updated as necessary. A copy of this plan will be available, upon request, and in an accessible format; please contact The Human Resources Manager AODA@teutech.com 519-836-3180 ext. 221.

Training

Teutech will provide training on the requirements of the standards and Human Rights Code as it pertains to persons with disabilities to the following individuals:

- All employees & volunteers;
- All persons who participate in developing the organizations policies and;
- All persons who provide goods and services on behalf of Teutech.

The training will be appropriate to the duties of the employees, volunteers and others. When changes are made to our policies, training will be provided.

Information and Communications

Feedback

Teutech will continue to provide a process for receiving and responding to feedback in an accessible manner to persons with disabilities; by providing or arranging for the provision of accessible formats and communications supports, upon request.

Accessible Formats and Communication Supports

Teutech will, upon request, provide or arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner, taking into account their accessibility needs due to disability.

Teutech will also discuss with the person making the request to determine the suitability of an accessible format or communication support.

Teutech will also notify the public about the availability of accessible formats or communication supports.

Accessible Websites and Web Content

Teutech will ensure that our internet website, including web content, conforms to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 – Level A except where it is impracticable.

Employment Standards

Recruitment

Teutech will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.

Recruitment, Assessment or Selection Process

Teutech will notify job applicants, once they are individually selected to participate in the assessment or selection process, that accommodations are available upon request in relation to materials or processes to be used.

If a selected applicant makes a request for accommodation, Teutech will 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.

Notice to Successful Applicants

Teutech will notify successful applicants, when making offers of employment, of its policies for accommodating employees with disabilities.

Informing Employees of Supports

Teutech will inform its employees of the policies (and any updates) 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.

Accessible Formats and Communication Supports for Employees

Upon request by an employee with a disability, Teutech will consult with that employee to provide or arrange for the provision of accessible formats and communication 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.

Teutech will also consult with the employee making the request in determining the suitability of an accessible format or communication support.

Workplace Emergency Response Information

Teutech 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 Teutech is aware of the need for accommodation due to the employee's disability. Teutech will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where an employee requires assistance, Teutech will, with the employee's consent, provide the workplace emergency response information to the person designated by Teutech to provide assistance to that employee.

Teutech 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.

Documented Individual Accommodation Plans

Teutech will maintain a written process for the development of documented individual accommodation plans for employees with disabilities. If requested the information regarding accessible formats and communication supports provided will be included in the individual accommodation plans.

Also, if required, the individualized workplace emergency response information will be included and identify any other accommodation needed.

Return to Work Process

Teutech will maintain a documented 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.

This process will outline the steps Teutech will take to facilitate the return to work of employees who were absent and will include the documented individualized accommodation plans as part of the process.

Performance Management, Career Development & Advancement and Redeployment

Teutech will take into account the accessibility needs of employees with disabilities and individual accommodation plans, in its performance management process, when providing career development or advancement to employees or when deploying employees.

Applicable Legislation

The Integrated Accessibility Standards Regulation

http://www.e-laws.gov.on.ca/html/source/regs/english/2011/elaws_src_regs_r11191_e.htm