



AODA Integrated Accessibility Standard Regulation Policy

Commitment to Persons with Disabilities

AarKel Tool and Die Inc. 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 and are committed to meeting the needs of people with disabilities in a timely manner. We will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act (2005).

AarKel Tool and Die Inc. has developed and made available upon request, this policy and a multi-year accessibility plan which outlines the actions we will put in place to improve opportunities for people with disabilities.

Please refer to the multi-year plan for details about how *AarKel Tool and Die Inc.* will address the following:

Information and Communication Standard:

- Accessible Emergency Information
- Feedback from Customers and Employees
- Accessible Formats and Communication Supports
- Emergency Procedures/Plan or Public Safety Information
- Accessible Websites & Web Content

Employment Standard:

- Recruitment, assessment and selection
- Accessible formats and communication supports for employees
- Workplace emergency response information
- Documented Individual accommodation plans
- Return to work process
- Performance Management
- Career Development and Advancement
- Redeployment

Training

Aarkel Tool and Die Inc. will provide training to employees on Ontario's accessibility laws and the Ontario Human Rights Code as it pertains to people with disabilities.

Training will be provided in a way that best suits the duties of the employees.

Training will include but is not limited to, the Integrated Accessibility Standard Regulation's statement of commitment, policy, multi-year accessibility plan and the Ontario Human Rights Code as it pertains to persons with disabilities.

Aarkel Tool and Die Inc. will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessibility laws by January 1, 2015. *Aarkel Tool and Die Inc.* will utilize the video program created and hosted by the Ontario Human Rights Commission, *Working together: the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act*. The program includes sections on:

- The Code
- Understanding the duty to accommodate
- Applying human rights principles
- Compliance and enforcement

The videos can be found at: <http://www.ohrc.on.ca/en/annual-report-2012-2013-rights-partners-actions/working-together-free-online-training-aoda-requirements#sthash.aynNRqZf.dpufhttp://www.ohrc.on.ca/en/learning/working-together-ontario-human-rights-code-and-accessibility-ontarians-disabilities-act>.

In addition, *Aarkel Tool and Die Inc.* policy and multi-year plan will be reviewed during the training session.

Training records will be kept as proof of who has been trained and when they were trained.

For more information on this policy or the multi-year accessibility plan, please contact

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Accessible forms of this document and the multi-year accessibility plan are available upon request.

Established under the *Workplace Safety and Insurance Act, 1997*; ("handicap")