



Multi-Year Accessibility Plan and Policies for AXYZ International

This multi-year accessibility plan outlines the policies and actions that AXYZ International (“AXYZ”) will put in place to improve opportunities for people with disabilities.

Statement of Commitment

AXYZ International is committed to providing a barrier-free, nondiscriminatory environment for all stakeholders including our clients/customers, employees, job applicants, suppliers, and any visitors who may enter any of our premises, access our information, or use our services and products. We are 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. For more information on our commitment to accessibility, please see the “Accessibility Standard for AXYZ International.”

Accessible Emergency Information

AXYZ 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.

Training

AXYZ will provide training to employees, volunteers and other staff members on Ontario’s accessibility laws and 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 employees, volunteers and other staff members.

AXYZ has taken the following steps to ensure employees are provided with the training needed to meet Ontario’s accessible laws by January 1, 2015.

- Employees are trained when changes are made to the accessibility policy as soon as practicable
- New employees are trained during orientation

Information and Communications

AXYZ is committed to meeting the communication needs of people with disabilities.

AXYZ has taken the following steps to make all new websites and content on those sites conform to WCAG 2.0, Level A by January 1, 2014.

- Consulted with internal marketing personnel and external website developer to ensure understanding and implementation of the required technical standards, including an audit performed by external website developer for compliance with WCAG 2.0 Level A



AXYZ has taken the following steps to ensure existing feedback processes are accessible to people with disabilities upon request by January 1, 2015.

- Conducted a review of all feedback processes across the organization (internally and externally)
- Determined what/how accessible formats and communication supports we will provide upon request

AXYZ will take the following steps to make sure all publicly available information is made accessible upon request by January 1, 2016.

- Determine what accessible formats and communication supports we will provide to persons with disabilities

AXYZ will take the following steps to make all websites and content conform to WCAG 2.0, Level AA by January 1, 2021.

- Consult with internal marketing personnel and external website developer to ensure understanding and implementation of the required technical standards, including an audit performed by external website developer for compliance with WCAG 2.0 Level AA

Recruitment

AXYZ is committed to fair and accessible employment practices.

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

(a) Notice to Applicants

Applicants will be notified on the job posting that AXYZ is able and willing to accommodate for people with disabilities in the application process.

(b) Notice to Successful Applicants

When making offers of employment, AXYZ will notify the successful applicant of its policies for accommodating employees with disabilities.

(c) Informing Employees of Supports

AXYZ 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.



Return to Work Process

AXYZ 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 AXYZ 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 (ie. the *Workplace Safety Insurance Act, 1997*).

Performance Management, Career Development and Advancement & Redeployment

AXYZ 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

Design of Public Spaces

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

- Outdoor public eating areas
- Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals
- Accessible off street parking
- Service-related elements like service counters and waiting areas

AXYZ will put 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 Human Resources at:

Phone: (905) 634 4940
Email: hr@axyz.com

Accessible formats of this document are available free upon request, please contact Human Resources at:

Phone: (905) 634 4940
Email: hr@axyz.com