

Eurospec Multi - Year Accessibility Plan

Act Section and Description	Action	Status
Part 1: General		
3. Establish Accessibility Policies		
- Develop, implement & maintain policies how the organization achieves or achieve accessibility through meeting its requirements under the accessibility standards referred to in this regulations	Policies drafted and approved by Management in 2014. It will be updated and reviewed from time to time to incorporate new requirements as required	Complete
- Statement of organizational commitment to meet the accessibility needs of persons with disabilities included in policy	Statement drafted and approved by Management in 2014	Complete
- Make the document available to the public	Document can be found in Eurospec website www.eurospectooling.com	Complete
4. Establish Accessibiliy Plan		
- Establish, implement, maintain and document a multi-year accessibility plan that outlines the organization's strategy to prevent and remove barriers and meet its requirements under this regulations	Policies drafted and approved by Management in 2014. It will be updated and reviewed from time to time to incorporate new requirements as required	Complete
- Statement of organizational commitment to meet the accessibility needs of persons with disabilities included in policy	Statement drafted and approved by Management in 2014	Complete
- Make the document available to the public	Document can be found in Eurospec website www.eurospectooling.com	Complete
6. Self Serve Koisk		
-Shall have regard to the accessibility for persons with disabilities when designing, procuring or acquiring self-service kisoks	N/A	
7. Training		
- Shall ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons wih disabilities to all employees, and all persons who participate in devleoping the organization's policies and all other persons who provide goods, services or facilities on behalf of the organization	Training for all employees will be incorporated in the orientation training for all new employees during orientation under "Eurospec Human Right Policy" Training for the policy devloping committee will be conducted in 2014	On going In progress

Act Section and Description	Action	Status
Part II: Information and Communication Standard		
<p>11. Feedback</p> <p>- Every obliged organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by communications supports, upon request</p>	<p>The plan will be posted on the Eurospec website and any concerned parties can send in their feedback through our website at:</p> <p>www.eurospectooling.com</p>	<p>In progress</p>
<p>12. Accessible formats and communication supports</p> <p>Except as otherwise provided, every obligated organization shall upon request provided or arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person's accessibility needs due to disability; and at a cost that is no more than the regular cost charged to other persons.</p>	<p>All information will be posted on our website, and large font format is available upon request</p> <p>www.eurospectooling.com</p>	<p>In progress</p>
<p>13. Emergency procedure and safety information</p> <p>Emergency procedures, plans information provided in an accessible format or with appropriate communication supports, upon request</p>	<p>Emergency procedures training will be provided to all new employees in Orientation Program. Regular employees will be trained periodically to refresh their memories.</p> <p>Emergency route map will be posted on notice boards</p> <p>Emergency procedures will be distributed to all employees and visitors if request</p> <p>Materials available in accessible formats upon request</p>	<p>Completed</p> <p>Completed</p> <p>In progress</p>
<p>14. Accessible websites & Web content</p> <p>Designated public sector organizations and large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility guidelines (WCAG) 2.0, initially at level A and increasing to Level AA (other than success criteria 1.2.4. Captions (Live) and 1.2.5 audio Descriptions (pre-recorded)), and shall do so in accordance with the schedule set out in this section. Note: new internet websites are defined as new domain names or existing domains undergoing a significant refresh</p>	<p>IT department is in the process of reviewing to ensure that our website conforms to guidelines under AODA</p>	<p>In progress</p>
<p>15. Educational & Training Resources & Materials</p> <p>Every obliged organization that is an educational or training institution shall do the following, if notification of need is given: to provide educational or training resources or materials in an accessible format that takes into account the accessibility needs due to a disability of the person with a disability to whom the material is to be provided for</p>	<p>N/A</p>	

<p>16. training to educators</p> <p>In additional to the requirements under section 7, obligated organizations that are school boards or educational or training stitutions shall provide educators with accessibility awareness training related to accessible program or course delivery and instruction.</p>	<p>N/A</p>	
<p>17. Producers of educational or training material</p> <p>Every obligated organization that is a producer of educational or training texbooks for educational or training institutions shall upon request, make accessible or conversion ready versions of the textbooks available to the institutions</p>	<p>N/A</p>	
<p>18. Libraries of educational & training institutions</p> <p>Subjected to subsection (2) and where available, the libraries of educational and training institutions that are oblibated organizations shall prov ide, procure or acquire by other means an accessible or conversion ready format of print, digital or multimedia resources or materials for a person with a disability, upon request</p>	<p>N/A</p>	

Act Section and Description	Action	Status
Part III: Employment Standard		
<p>22. Recruitment- General</p> <p>Notify employees and public about the availability of accommodations for applicants with disabilities in the recruitment process.</p>	<p>In the Eurospec website, the following statement will be posted in the recruitment posting: " We are committed to providing accommodations for persons with disabilities, and should you require accommodation, please let us know."</p>	<p>On going</p>
<p>23. Recruitment, assessment or selection process</p> <p>Notify applicants when selected to participate in an assessment or selection process, that accommodations are available upon request in relation to materials or pocesses to be used. If request is submitted, employer to consult with applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicants needs due to disability</p>	<p>Employment system and process are set up for selected individuals to be notified of accommodation, support and accessibility during initial interview arrangement.</p>	<p>On going</p>
<p>24. Notice to successful applicants</p> <p>Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities</p>	<p>When employment is being offered to successful candidate, a copy of the Eurospec Employee Handbook will also be given to the potential candidate where a statement will be written in the Eurospec Human Rights Policy: Eurospec will try to provide accommodations for those with disabilities. Please contact your supervisor / manager for required accocommodation."</p>	<p>On going</p>
<p>25. Informing employees of supports</p> <p>Every employer shall inform its employees of its policies used to support its employees with disabilities, including but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs to disability</p> <p>Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.</p> <p>Employers shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disabgility</p>	<p>Eurospec provides all employee with Eurospec employee handbook where the Human Right Policy states that "Eurospec will try to provide accommodations for those with disabilities. Please contact your supervisor / manager for required accommodation"</p> <p>The employee handbook will be given to new employees before they start with Eurospec. Supporting policies has also ben incorporated as part of the Orientation for new employees that will be provided to employees as soon as practicable after they begin their employment.</p> <p>When policy is being revised or updated, the policy will be posted on notice boards or discussed in department meetings with all employees</p>	<p>On going</p> <p>On going</p> <p>On going</p>

<p>26. Accessible Formats & Communication Supports for Employees</p> <p>In addition to its obligations under section 12, where an employee with a disability so requests it, every employer shall consult with the 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 and information that is generally available to employees in the workplace.</p>	<p>Eurospec is reviewing our policy for when an employee with a disability so requests, to provide or arrange for provision of suitable 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.</p> <p>The policy will include the process of consulting with the requesting employee in determining the suitability of an accessible format or communication support.</p>	<p>In Progress will finalized in 2016</p>
<p>27. Workplace Emergency Response Information</p> <p>Every employer shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability</p> <p>If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee</p> <p>Employers shall provide the information required under this section as soon as practicable after employer becomes aware of the need for accommodation due to the employee's disability</p> <p>Review the individualized workplace emergency response information when the employee relocates, when the employee's overall accommodations needs or plans are reviewed, when employer reviews its general emergency response policies.</p>	<p>Emergency procedures training is provided to all new employees in Orientation Program. Regular employees are trained periodically to refresh their memories.</p> <p>Should employee requires assistance, an employee emergency information questionnaire will be available for those who have disability to complete and submit to their supervisor. Individualized materials will be available in accessible formats upon request</p>	<p>On going</p>
<p>28. Documented Individual Accommodation Plans</p> <p>Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities</p> <p>The process for the development of documented individual accommodation plans shall include the following elements:</p> <ol style="list-style-type: none"> 1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan 2. The means by which the employee is assessed on an individual basis. 3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to determine if and how accommodation can be achieved. 4. The manner in which the employee can request the participation of a representative 	<p>Eurospec is currently reviewing our current policy to accommodate an employee with a disability and to facilitate an employee's return to work after absenteeism due to disability.</p> <p>Existing accommodation plans for disability and modified job descriptions will be reviewed and established.</p> <p>If the existing accommodation does not meet with the requirement, included in the process, the employee requesting accommodation, or his representative can participate in the development of the accommodation plan. Should an individual accommodation plan is denied, Eurospec will provide the employee with the reasons for the denial.</p> <p>Eurospec is also reviewing the documentation process in compliance with the requirements of the IASB</p>	<p>In Progress will finalized in 2016</p>

<p>from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan</p>	<p>the IASR.</p>	
<p>29. Return to work Process</p> <p>Every employer, other than an employer that is a small organization, shall develop and have in place a 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, and shall document the process.</p> <p>The return to work process shall outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and use individual documented accommodation plans, as described in section 28, as part of the process referenced in this section does not replace or override any other statute.</p>	<p>Eurospec is currently reviewing our current policy to accommodate an employee with a disability and to facilitate an employee's return to work after absenteeism due to disability.</p> <p>Eurospec is reviewing our current policy for documenting request for return to work, process to facilitate the accommodation in compliance with the requirements of the IASR</p> <p>Existing accommodation plans for disability and modified job descriptions will be reviewed and established.</p>	<p>In progress, will finalized in 2016</p>
<p>30. Performance Management</p> <p>An employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.</p>	<p>Eurospec will review employees' accommodation plans prior to performance reviews and career development discussions and make adjustments to our practices as required.</p> <p>Europec will make appropriate accommodations, if required, to support the improvement of employees' performance, productivity and overall success in their current role and in future roles.</p>	<p>In progress, will finalized in 2016</p>
<p>31. Career Development & Advancement</p> <p>An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.</p>	<p>Review, assess and if necessary, modify existing policies, procedures and practices to ensure compliance with the IASR</p>	<p>In progress, will finalized in 2016</p>
<p>32. Redeployment</p> <p>An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.</p>	<p>Take into account the accessibility needs of employees with disabilities when redeploying employees, including review and, if necessary, modification of employee transfer.</p>	<p>In progress, will finalized in 2016</p>