

		AODA – Multi-Year Accessibility Plan	
Owner	HR Manager	Effective Date:	Aug 2021
Approved by:	Sergio Manarin, President	Revision:	2
Signature:		Revision Date:	Mar 11, 2024

Policy

This 2021-26 accessibility plan outlines the policies and actions that the Company will put in place to improve opportunities for people with disabilities.

Purpose

The purpose is to outline our strategy to remove barriers and meet AODA requirements, focusing on improving accessibility for customers and employees with disabilities.

Scope

This policy applies to all employees and all facilities of the Company in Ontario.

Responsibility

It is the responsibility of the Company to ensure compliance with the AODA Integrated Standard.

Multi-year Accessibility Plan

The Company is committed to treating all people in a way that allows them to maintain their dignity and independence. The Company believes in integration and equal opportunity. This includes developing, implementing, maintaining, and documenting accessible policies and practices. The Company is 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.

- The plan will be reviewed and updated at least once every five years **by the HR Manager and revisions are approved by the Company President)**

Accessible Emergency Information- **Required legislative compliance: January 1, 2012. Status: Completed and on-going**

The Company is committed to providing the customers and clients with publicly available emergency information in an accessible way upon request. The Company will provide employees with disabilities with individualized emergency response information when necessary.

Workplace emergency response information-

The Company will provide individualized workplace emergency response information to employees who have disclosed a disability.

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With the employee's consent, provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.

Training- Required legislative compliance: January 1, 2015. Status: Completed and on-going

The Company will ensure ongoing training on Ontario's accessibility laws and the Human Rights Code for all employees, volunteers, and staff, tailored to their roles. Training records will be maintained.

Information and Communications- Required legislative compliance: January 1, 2015. Status: Completed and on-going

The Company is committed to meeting the communication needs of people with disabilities. We will ensure accessible information and communications are provided upon request **in alternate formats, specifically:**

- ❖ Hand-written or typed information back and forth
- ❖ Voice recording
- ❖ Printed hand-outs of commonly used information
- ❖ Large print
- ❖ E-mail as an alternate channel to provide accessible communication.

The Company will establish an accessibility policy, procedures and practices for providing accessible information and communications that take into account a person's disability when communicating or providing information. This includes:

- Posting the policy in a visible place on the premises and on the new corporate website
- Providing the policy in an alternative format upon request
- Ensuring that the cost of providing this policy in an accessible format is not more than the regular cost charged to other people

Accessible formats and communication supports will be provided upon request, and the public will be informed about their availability.

Accessible Websites and Website Content- Required legislative compliance: January 1, 2021. Status: Completed

Donald Contracting Ltd. continues to be committed to making publically available information accessible upon request. Donald Contracting Ltd. 's website and web content will conform with WCAG 2.0 Level AA as required.

Employment

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The Company commits to accessible employment practices, including workplace emergency information, barrier assessment, support for new employees, accessible formats and communication, and individual accommodation plans. We will develop and document processes for individual accommodation and return-to-work programs for employees with disabilities.

Assessment of barriers in employment

The Company will identify, remove and prevent barriers in employment by evaluating existing policies and procedures as well as the overall workplace.

Recruitment

The Company will promote employment opportunities for the designated groups including persons with disabilities.

Support information for new employees

The Company will inform employees of policies and supports for employees with disabilities as soon as practicable after new employees begin employment

Accessible formats and communication- Required legislative compliance: January 1, 2016. Status: Completed and on-going

The Company will, upon request by the employee with a disability, provide accessible formats and communication supports for information in the workplace in consultation with the employee making the request.

Documenting individualized plans

The Company will develop a written process for developing individual accommodation plans for employees with disabilities

The Company will develop and implement a return-to-work process for employees absent due to disabilities who require accommodation to return to work.

Performance assessment, career development, advancement, and redeployment

The Company will incorporate accessibility considerations and individual accommodation plans into performance management, career development, advancement, and redeployment processes to ensure fair and accessible employment practices.

Design of Public Spaces

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The Company will adhere to the Accessibility Standards for the Design of Public Spaces when constructing or modifying public spaces. Procedures will be established to prevent service disruptions in accessible public spaces, with notifications to the public about alternative options during disruptions.

Required legislative compliance: January 1, 2017. Status: Completed and on-going
For More Information

For more information on this accessibility plan,

Please contact the HR Department

Phone (416) 675-4470

Email hr@donaldgroup.ca

Accessible formats of this document, **specifically:**

- ❖ Hand-written or typed information back and forth
- ❖ Voice recording
- ❖ Printed hand-outs of commonly used information
- ❖ Large print
- ❖ E-mail as an alternate channel to provide accessible communication.

are available free upon request from: Adriana Pacurariu.

REVISION HISTORY

Rev #	Effective Date	Author	Description of Changes
New	August 2021	People Operations Department	Initial Release
1	July 2022	HR Manager	Revised the document to change the owner and update the contact information
2	Mar 2024	HR Manager	Revised the document to indicate which accessible formats are currently available if somebody request a copy of the multi-year plan and to explain how the plan is reviewed at least once every 5 years (e.g. Reviewed/revised, as necessary by HR Manager and revisions approved by the Company President).