

	<h1>HEALTH & SAFETY MANUAL</h1>	Date Issued	April 1, 2023
		Issued By:	 <small>(Charles Webb, President)</small>
		Revision Date:	

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT AODA

PURPOSE

This accessibility plan outlines the policies and actions that Anderson-Webb Limited will put in place to improve opportunities for people with disabilities.

STATEMENT OF COMMITMENT

Anderson-Webb Limited is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in 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.

ACCESIBLE EMERGENCY INFORMATION

Anderson-Webb Limited is committed to providing the customers with publicly available emergency information in an accessible way upon request. We will also provide employees and contractors with disabilities with individualized emergency response information when necessary and as needed.

TRAINING

Anderson-Webb Limited will provide training to employees and contractors on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a manner that best suits the duties of employees and contractors.

Anderson-Webb Limited will take the following steps to ensure employees and contractors are provided with the training required to meet Ontario's accessible laws as soon as practicable given their duties and responsibilities, including the following:

- A review of the purpose and requirements of the Accessibility for Ontarians with Disabilities Act
- Instructions on the Anderson-Webb Limited policy and its procedures and practices pertaining to the provision of professional services to persons with disabilities.
- How to interact and communicate with persons with various types of disabilities
- What to do if a person with a disability is having difficulty accessing Anderson-Webb Limited goods and services
- How to interact with persons with disabilities who use assistive devices or who require the assistance of a support person or service animal
- Information about equipment or devices on Anderson-Webb Limited premises that may help with the provision of goods and services to persons with disabilities.

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INFORMATION AND COMMUNICATIONS

Anderson-Webb Limited is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs.

Anderson-Webb Limited will take the following steps to make all new websites and content on those sites conform with the requirements.

- All documents required under the Accessibility Standards for Customer Service shall be made available to members of the public upon request.
- When providing any documentation to a person with a disability, Anderson-Webb Limited shall do so in a manner and a format that considers the person’s disability.
- Materials and publications produced by Anderson-Webb Limited will include a statement indicating that the material and/or publication “is available in an alternative format upon request.”
- If requested, an alternate format shall be provided in a manner which is agreed upon between the requestor and Worley, and which takes into account the person’s disability (e.g. Braille, audio recordings, electronic copies).

EMPLOYMENT

Anderson-Webb Limited is committed to fair and accessible employment practices.

We will take the following steps to notify the public and staff that, when requested, Anderson-Webb Limited will accommodate people with disabilities during the recruitment and assessment processes and when people are employed.

- All internal and external job postings and the Anderson-Webb Limited website will include the statement “Appropriate accommodations will be provided upon request throughout the hiring process as required under the *Accessibility for Ontarians with Disabilities Act (AODA)*.”
- Anderson-Webb Limited will notify all applicants individually who have been selected for an interview that appropriate accommodations are available upon request or when Anderson-Webb Limited ought to reasonably know accommodation is needed.
- If an applicant requires accommodation, Anderson-Webb Limited will organize with the applicant an appropriate accommodation that considers the applicant’s accessibility needs and the bona fide occupational requirements of the position.

Anderson-Webb Limited will take the following steps to develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability.

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EMPLOYEE REQUEST FOR ACCOMMODATION

If a current employee requires accommodation, Anderson-Webb Limited will follow the Accommodation/Return to Work process outlined below.

- Recognize the need for accommodation – this can be requested by the employee, the employee’s supervisor, Human Resources or Anderson-Webb Limited benefit provider.
- Gather relevant information and assess needs which may require information regarding functional abilities and/or restrictions or limitations as supported by medical information from a physician. This information will be treated as confidential.
- The employee, supervisor and Human Resources will develop a formal accommodation/return to work plan based on the employees’ abilities and restrictions.
- The plan will be monitored and reviewed and adjusted if the position changes, the disability changes, or the plans are no longer appropriate.

WORKPLACE EMERGENCY

Anderson-Webb Limited will ensure that when an employee requires accommodation during a workplace emergency, the emergency information response is documented within the Individual Accommodation/Return to Work Plan.

RETENTION OF CURRENT EMPLOYEES WITH DISABILITIES

Anderson-Webb Limited will review and consider current individual accommodation plans or accessibility needs when conducting employee evaluations by using the measures outlined below.

- Supervisors will participate in training that will assist them to differentiate between performance or disability related issues.
- Supervisors will be trained to manage performance issues, and work with employees to mitigate disability related issues as identified in individual accommodation plans.

CAREER DEVELOPMENT

Anderson-Webb Limited will review current individual accommodation plans or accessibility needs and provide accessible career development, redeployment, and advancement for an equal opportunity basis for employees with disabilities. Human Resources and Department Heads will also work with employees to identify areas of support that may be of assistance in new positions.

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SERVICE COMMITMENT

Anderson-Webb Limited is committed to serving everyone in a manner that preserves dignity, promotes independence and integration, and provides equal opportunities.

- Personal Assistance - If a person with a disability requires a support person or service animal, such person or animal is welcome to attend those parts of Anderson-Webb Limited facilities.

For more information on this Accessibility Plan, please contact:
 Shaun Kennedy, Health, and Safety Manager
 Phone : 519-328-4767
 Fax: 519-336-5949

Accessible formats of this document are available free upon request.

POLICY UPDATES		
Date	Details of Changes	By Whom