



## **AODA – Integrated Accessibility Standards Policy**

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Alumicor is committed to treating everyone in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of persons 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 (AODA).

The Integrated Accessibility Standard policy is in compliance with Regulation 191/11, “Integrated Accessibility Standards” (“Regulation”) under the Accessibility for Ontarians with Disabilities Act, 2005. The following standards are developed to break down barriers and increase accessibility for persons with disabilities in the areas of information and communications, and employment.

### ACCESSIBILITY PLAN

Alumicor will develop, maintain and document an Accessibility Plan outlining the company’s strategy to prevent and remove barriers from its workplace and to improve opportunities for persons with disabilities. The Accessibility Plan will be reviewed and updated at least once every three years, and will be posted on the company’s website. Upon request, Alumicor will provide a copy of the Accessibility Plan in an accessible format.

### INFORMATION AND COMMUNICATION STANDARD

- **Feedback:** Alumicor will continue to ensure the process for receiving and responding to feedback is accessible to persons with disabilities by providing accessible formats and communications supports, upon request.
- **Accessible Formats and Communication Supports:** Upon request, Alumicor will provide, or will 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. Alumicor will consult with the person making the request in determining the suitability of an accessible format or communication support. Alumicor will also notify the public about the availability of accessible formats and communication supports.
- **Accessible Websites and Web Content:** Alumicor will ensure that our Internet website, including web content is maintained and up to date at all times in an accessible format.

## EMPLOYMENT STANDARDS

- Recruitment, Assessment or Selection Process: Alumicor will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process. Alumicor will notify job applicants, when they are individually selected to participate further in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used.
- If a selected applicant requests an accommodation, Alumicor will consult with the applicant and provide a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.
- Notice to Successful Applicants: When making offers of employment, Alumicor will notify the successful applicant of its policies for accommodating employees with disabilities.
- Informing Employees of Supports: Alumicor 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. New employees will be provided with this information during new hire orientation or as soon as practicable after commencing employment.
- Accessible Formats and Communication Supports for Employees: Upon the request of an employee with a disability, Alumicor will consult with the employee to provide accessible formats and communication supports for information that is needed to perform his/her job, and information that is generally available to other employees. In determining the suitability of an accessible format or communication support, Alumicor will consult with the employee making the request.
- Workplace Emergency Response Information: Alumicor will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and if Alumicor is aware of the need for accommodation due to the employee's disability. Alumicor will provide this information as soon as practicable after becoming aware of the need for accommodation. Where the employee requires assistance, Alumicor will, with the consent of the employee, provide the workplace emergency response information to the person designated by Alumicor to provide assistance to the employee. Alumicor will review the individualized workplace emergency response information when the employee moves to a different location in the organization, when the employee's overall accommodations needs or plans are reviewed.
- Documented Individual Accommodation Plans: Alumicor will maintain a written process for the development of documented individual accommodation plans for employees with disabilities. If requested, information regarding accessible formats and communications supports provided will also be included in individual accommodation plans. In addition, the plans will include individualized workplace emergency response information (where required), and will identify any other accommodation that is to be provided.

- Return to Work Process: Alumicor 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. Refer to the Employment Manual, Modified or Graduated Return to Work Plan. The return to work process outlines the steps Alumicor will take to facilitate the return to work and will include documented individual 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: Alumicor 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.

#### QUESTIONS ABOUT THIS POLICY

This policy has been developed to break down barriers and increase accessibility for persons with disabilities in the areas of information and communications and employment. Should you have any questions about the policy, or if the purpose of a policy is not understood, an explanation will be provided by the Human Resources Manager, [access@alumicor.com](mailto:access@alumicor.com) (416) 745-4222, ext. 216