

Integrated Accessibility Standards Policy

Eramosa Engineering Inc. (Eramosa) has developed the following policy to govern the provision of services with Regulation 191/11, Integrated Accessibility Standards” (“Regulation”) under the Accessibility for Ontarians with Disabilities Act, 2005.

1.0 STATEMENT OF COMMITMENT

Eramosa is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration and we are committed to meeting the needs of people with disabilities in a timely manner. To achieve this commitment, we will remove and prevent barriers to accessibility and meeting our accessibility requirements under the Accessibility for Ontarians with Disabilities Act and Ontario’s accessibility laws.

This policy will be implemented in accordance with the time frames established by the Regulation.

2.0 ACCESSIBILITY PLAN

Eramosa will develop, maintain and document an Accessibility Plan outlining Eramosa’s approach to prevent and remove barriers from its workplace. Our goal is to improve opportunities for persons with disabilities. The plan will be posted on Eramosa’s website as well as available through our internal system to our employees. This plan will be reviewed once every year which exceeds the legislated minimum timeframe. If required, Eramosa will provide a copy of the Accessibility Plan in an accessible format.

3.0 TRAINING

We are committed to training staff and volunteers in Ontario’s accessibility laws and aspects of the Ontario Human Rights Code that relate to persons with disabilities. This means that we will train our employees and volunteers on accessibility as it relates to their specific roles. To achieve this requirement, training will take place within three (3) months upon hire as part of our onboarding process or when any changes to the accessibility policy are made.

4.0 INFORMATION AND COMMUNICATIONS

We will communicate with people with disabilities in ways that take into account their disability. When asked, we will provide information about our organization and its services, including public safety information, in accessible formats or with communication supports. Eramosa will consult with the person who makes the request in order to determine the correct approach of the accessible format or communication support that is requested.

We will also meet internationally-recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario’s accessibility laws.

5.0 FEEDBACK

Eramosa will ensure that its process for receiving and responding to feedback is accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communications supports, upon request. Our feedback process is documented on our website and available, as noted, in other accessible formats upon request.

6.0 EMPLOYMENT

We will notify employees, potential hires and the public that accommodations can be made during recruitment and hiring. We will notify staff that supports are available for those with disabilities. We will put in place a process to develop individual accommodation plans for employees. Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency.

7.0 DOCUMENTED INDIVIDUAL ACCOMMODATION PLANS

Eramosa 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 support 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.

8.0 RETURN TO WORK PROCESS

Eramosa 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 Eramosa will take to facilitate the return to work and is a documented individual accommodation plan for each unique situation. This return to work process will not replace or override any other return to work process created by or under any other statute.

9.0 PERFORMANCE REVIEW, CAREER DEVELOPMENT AND REDEPLOYMENT

Helping all staff achieve their best is an important goal at Eramosa. We believe that it leads to a healthy organization over the long term. As part of this process, Eramosa will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance reviews, providing career development, or when redeploying employees.

10.0 CHANGES TO EXISTING POLICIES

Meeting the accommodation needs of all is important to Eramosa. We will endeavor to modify or remove an existing policy that does not respect and promote the dignity and independence of people with disabilities.