

Multi-Year Accessibility Plan

2023 – 2028

Introduction

In 2005, the Ontario Government passed the *Accessibility for Ontarians with Disabilities Act* (AODA). The purpose of the AODA is to create a more accessible Ontario, by identifying, and to the extent possible, preventing, and eliminating barriers experienced by persons with disabilities.

The *Integrated Accessibility Standards Regulation* (IASR) is a regulation under the AODA which is to ensure accessibility for persons with disabilities in the following areas:

1. Information and Communication
2. Employment
3. Transportation
4. Design of Public Spaces

This 2023-2028 Multi-Year Accessibility Plan outlines the policies and actions for our Company put in place to improve opportunities for people with disabilities and will be modified as required to improve our services for those who require it, and to maintain compliance with the IASR. The Accessibility Plan will be reviewed and updated at least once every 5 years but may be reviewed and revised more frequently depending on need.

Statement of Commitment

Our Company is committed to treating all people 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 people with disabilities in a timely manner and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the AODA.

Accessible Emergency Information

Our Company is committed to providing:

- ✓ Our customers and clients with available emergency information in an accessible format upon request.
- ✓ Our employees with individualized emergency response information when necessary upon request and in a timely manner.
- ✓ A process for documenting accessibility issues for employees and individualized workplace emergency response information.

Status: Complete/Ongoing

Training

Our Company provides training to employees on Ontario's accessibility laws and on the *Human Rights Code* as it relates to people with disabilities in a way that best suits the duties of employees.

Our Company will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws:

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- ✓ Provide training to all employees as soon as practical.
- ✓ Maintain a record of the dates that the training was provided and the individuals to whom it was provided.
- ✓ Ensure that the training is provided when a new employee starts and/or when the policy and/or legislation changes.

Status: Complete/Ongoing

Information and Communications

Our Company is committed to meeting the communication needs of people with disabilities and will provide or arrange for the provision of accessible formats and communication supports to persons with disabilities taking into account the person's accessibility needs.

Questions, comments or feedback can be made in writing, in person, by telephone or via email address to info@tracklessvehicles.com to ensure that any accessibility issues are directed to the appropriate person, reviewed, and responded to in a timely manner.

Our Company will continue to meet the Web Contents Accessibility Guidelines (WCAG) 2.0 Level AA, regarding its website and web content.

Status: Confirmed December 2023.

Employment Standard

Recruitment

Our Company is committed to fair and accessible employment practices and will take the following steps to notify the public and staff:

- ✓ that we will accommodate people with disabilities upon request, during the recruitment, assessment, and selection process.
- ✓ if a job applicant requests accommodation, consult with them and make adjustments that best suit their needs.

- ✓ notify successful applicants of our policies for accommodating employees with disabilities.

Status: Complete/Ongoing

Information for Employees

Our Company will take the following steps to ensure employees know about Our Company's policies for supporting employees with disabilities and will inform them via following methods:

- ✓ new employee orientation process
- ✓ policy updates via email
- ✓ website and intranet

Status: Complete/Ongoing

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Process to Accommodate Employees

Our Company has in place a Return-to-Work process for their employees who have been absent from work due to a disability and require disability-related accommodation to return to work.

Status: Complete/Ongoing

Design of Public Spaces

Our Company is not currently responsible for redeveloping or constructing any of the public spaces covered by the Design of Public Spaces Standards. However, should Our Company have such responsibility in the future it will ensure compliance with the requirements of the IASR.

Contact Information

Our Company will take steps to prevent and remove any other accessibility barriers as identified by the public, employees, and clients as required and requested.

For more information, questions, or concerns regarding accessibility at our Company or to request communication in an accessible format, please contact Human Resources at (519) 688-0370, or via email at info@tracklessvehicles.com.