

Accessibility for Ontarians with Disabilities Act			
Company:	G.T. Machining & Fabricating Ltd.	Issued:	December 1, 2017
Subject:	Multi-Year Accessibility Plan	Revision:	1
Issue to:	All Manual Holders	Page:	1 of 4
Issued by:	Karen Black	Previous:	August 12, 2014

1.0 PURPOSE

- 1.01 This 2014-2019 accessibility plan outlines the policies and actions that G.T. Machining & Fabricating Ltd. will put into place to improve opportunities for people with disabilities.

2.0 STATEMENT OF COMMITMENT

- 2.01 G.T. Machining & Fabricating Ltd. is committed to treating all individuals 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 Accessibility for Ontarians with Disabilities Act ("AODA").

- 2.02 **HR 5.10 Accessibility Statement of Commitment** is posted on AODA bulletin boards in all plants, posted at our front office and available upon request.

The following has been/will be implemented to improve accessibility for people with disabilities and to meet our requirements of the Accessibility for Ontarians with Disability Act.

3.0 CUSTOMER SERVICE

- 3.01 G.T. Machining & Fabricating Ltd. is in compliance with the Customer Service Standard. **HR 5.04 Customer Service Accessibility Accommodation** completed November 2014, revised February 1, 2016 and December 1, 2017.
- 3.02 The public may obtain information on how to access accommodation or receive a copy of our accessibility policies through:
- Information provided on our invoices and purchase orders
 - Company website www.gtmaf.com
 - External recruitment postings
 - Posting at our Front Foyer, Main Office
- 3.03 Any member of the public who requests accommodation will receive an Accommodation Feedback Form to complete. This form will be provided in an applicable format to meet the required accommodation.
- 3.04 **HR 6.07 Contractor Safety Agreement Policy** was updated November 2014 and revised April 2016 to include provisions for accessibility and requests for accommodation.
- 3.05 Training on customer service accessibility policies and procedures includes:
- Applicable staff received training, January 2015:
 - HR 5.04 Customer Service Accessibility Accommodation Policy
 - HR 5.04 Summary Sheet
 - Power Point "Accessibility for Ontarians with Disabilities Act (AODA)" #1 Standard Customer Service Accessibility Accommodation
 - New employees and internal transfers to applicable positions receive as required.
 - Contractors receive during annual safety orientation.

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4.0 INFORMATION AND COMMUNICATIONS

- 4.01 G.T. Machining & Fabricating Ltd. is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities as applicable to determine their information and communication needs.
- 4.02 The Company has confirmed our website content conforms to Web Content Accessibility Guidelines (WCAG) 2.0, Level A.
- 4.03 The following steps are required to make all websites and content conform with WCAG 2.0, Level AA by January 1, 2021.
- Action Required: **Controller** – Consult with our website designer for compliance.
- 4.04 The Company continues to ensure existing feedback processes are accessible to people with disabilities.
- 4.05 All feedback received will be reviewed by Human Resources Supervisor and responded to accordingly.
- 4.06 The Company continues to ensure the following information is available:
- (a) **Invoices/Purchase Orders** – All invoices and purchase orders will have a disclaimer that states “To submit a request for accessibility accommodation or a copy of our Customer Service Accessibility policy, contact us at (613) 354-6621 ext. 213.”
 - (b) **Website** – www.gtmaf.com states “To submit a request for accessibility accommodation or a copy of our Customer Service Accessibility policy, contact us at (613) 354-6621 ext. 213 or email kblack@machineandfab.com.”
 - (c) **Recruitment Postings** – On all recruitment postings, the Company will have a disclaimer that states “We will provide support in our recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during the interview process, please contact us at kblack@machineandfab.com.”
- 4.07 Accessible emergency information is provided to customers, contractors and visitors with approved accommodation request.
- 4.08 Employees with disabilities have individualized emergency response plans.
- 4.09 Company ensures employee training is provided in an accessible format.
- 4.10 Front office staff and designated personnel are trained and familiar with various assistive devices. An AODA policy and procedure file is located at front desk.

5.0 EMPLOYMENT

- 5.01 G.T. Machining & Fabricating Ltd. is in compliance with the Accessible Employment Standard. **HR 5.06 Accessible Employment Standard** was completed December 1, 2017.

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- 5.02 Internal and external postings provide information for requesting accommodation.
- 5.03 Interview process provides information for requesting accommodation.
- 5.04 **HR 6.04 Evacuation – General** was revised January 2015 to include individual customized response plans.
- 5.05 Individual Employee Emergency Response Plans:
- Completed for employees with disabilities.
 - Reviewed annually or earlier if required.
 - Reviewed and trained with designated employees.
- 5.06 Procedure established to complete and review Employee Accommodation Plans for all employees requesting accommodation.
- 5.07 Procedure established to complete and review Return To Work Plans for all employees returning from a leave due to disability.
- 6.0 DESIGN OF PUBLIC SPACES**
- 6.01 G.T. Machining & Fabricating Ltd. will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces. Public spaces may include outdoor paths of travel (i.e. sidewalks, ramps, stairs, curb ramps) and accessible off street parking.
- Currently short term and long term plans do not include building or modifications.
- 6.02 Accessible elements of public spaces are maintained at all 4 plants.
- 6.03 In the event of accessible elements not available:
- Operations Supervisors will advise Front Office.
 - Front Office will communicate unavailability or alternates to public, as required.
- 7.0 COMMUNICATION OF ACCESSIBILITY POLICIES**
- 7.01 Policies, procedures and forms will be communicated to employees by:
- Current copies filed in the company policy binder located in each lunchroom.
 - December 2017
 - Included in next version of company employee handbook.
 - June 2018
 - Posted on AODA bulletin boards located in each plant.
 - December 2017
- 7.02 All new hires will receive training during orientation.
- 7.03 Newsletters and employee talks will reference changes and additions as required.

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8.0 ADDITIONAL INFORMATION

8.01 For additional information on this accessibility plan, please contact HR Supervisor at: (613) 354-6621 Ext. 213 or kblack@machineandfab.com.

8.02 Accessible formats of this document are available upon request.

Reviewed By: 
 Stephanie Milligan
 Controller

Dec 13/2017
 Date

Approved By: 
 Shawn Balesdent
 General Manager

Dec 14, 2017
 Date