

**PURPOSE:**

The purpose of this policy is to outline the policies and actions that Niagara Investment Castings will put in place to improve opportunities for people with disabilities.

**SCOPE:**

Niagara Investment Castings 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 Accessibility for Ontarians with Disabilities Act (AODA).

**ACCESSIBLE EMERGENCY INFORMATION:**

Niagara Investment Castings is committed to providing our customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

**TRAINING**

Niagara Investment Castings 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 way that best suits the duties of employees and contract employees.

Niagara Investment Castings will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws by January 1, 2015.

Training will be provided to existing employees in group sessions.

New employees will receive training as a part of the orientation program

**INFORMATION AND COMMUNICATIONS**

Niagara Investment Castings 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 upon request.

Niagara Investment Castings will take the following steps to make all new websites and content on those sites conform to the WCAG 2.0, Level A by January 1, 2014.

We will ensure that the Company website at [www.niagarainvestmentcastings.com](http://www.niagarainvestmentcastings.com) meets the requirements of the AODA.



Niagara Investment Castings will take the following steps to ensure existing feedback processes are accessible to people with disabilities upon request by January 1, 2015

We will ensure the feedback forms available on the Company website conform to the requirements of AODA

We will provide a response to feedback forms received in a timely fashion to ensure the needs of people with disabilities are addressed.

Niagara Investment Castings will take the following steps to ensure all publicly available information is accessible upon request by January 1, 2016

Ensuring the Company website at <http://niagarainvestmentcastings.com/> conforms to the requirements of AODA

Respond in a timely fashion to requests for information to be provided in the accessible format in which it is requested or provide in a suitable manor

Niagara Investment Castings will take the following steps to make our website and content conform with WCAG 2.0, Level AA by January 1, 2021.

We will ensure our website has been updated to conform to the requirements of WCAG 2.0, Level AA.

## **EMPLOYMENT**

Niagara Investment Castings is committed to fair and accessible employment practices. We will take the following steps to notify the public and employees that Niagara Investment Castings will accommodate people with disabilities during the recruitment and assessment processes and when people are hired.

We will ensure job candidates are aware that we can accommodate people with disabilities by including this information in our job postings and on our application forms.

We will implement Human Resources practices that accommodate job candidates with disabilities during the recruitment, hiring and on-boarding process upon request.

Niagara Investment Castings 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.

Meet with employees with disabilities to develop and document individual accommodation plans upon their request for accommodation.



In the event of an emergency, we will ensure that employees with disabilities are provided with assistance to safely evacuate the building and/or take other safety measures appropriate under the circumstances.

Niagara Investment Castings is committed to using performance management, career development and redeployment processes that accommodate employees with disabilities by implementing the following:

- Performance management will be individualized and the required support offered to employees with disabilities that will assist in removing barriers in the performance of their jobs.
- Career development will take into account the individual needs of employees with disabilities and provide opportunities and support to help them achieve their potential towards achieving their career goals.

## **DESIGN OF PUBLIC SPACES**

Niagara Investment Castings will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces. Public spaces include:

- Outdoor paths such as sidewalks, ramps, curb ramps,
- Accessible designated parking
- Service-related elements like service counters and waiting areas

Niagara Investment Castings will take the following steps to prevent and remove other accessibility barriers identified.

- Conduct an annual site audit to ensure accessibility barriers are removed.

Niagara Investment Castings will put the following procedures in place to prevent service disruptions to its accessible areas and public spaces:

- Ensure public accessible areas and public spaces are maintained on a regular basis.
- In the event of a service disruption, we will notify the public of the service disruption and alternatives available.

## **CONTACT INFORMATION**

For more information on this accessibility plan, please contact our AODA Compliance Officer, Nancy Cardwell at:



Niagara Investment Castings Ltd.

**POLICIES AND PROCEDURES  
AODA Multi-Year Accessibility Plan**

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