

Active Exhaust Corp. Multi-year Accessibility Plan

1. Introduction and Purpose

Active Exhaust is committed to supporting the principles and requirements outlined in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Integrated Accessibility Standards Regulation (IASR). The goal of the AODA is to make Ontario fully accessible to persons with disabilities by 2025.

This document outlines Active Exhaust's strategy to improve accessibility for people with disabilities by way of a progressive plan of activities that forecast implementation of the IASRs by 2021, as required by the AODA. The multi-year AODA Accessibility Plan will be reviewed and updated on a regular basis to reflect progress made towards compliance.

The following standards and regulation form the basis of the AODA that have and will be implemented across Ontario in stages between 2012 and 2021:

- Customer Service Standard
- IASR:
 - Employment
 - Information and Communication Systems
 - Transportation
- Built Environment Standard

Active Exhaust has created and put in place a customer service plan that:

- Considers a person's disability when communicating with them
- Allows assistive devices in the workplace, like wheelchairs, walkers and oxygen tanks
- Allows service animals
- Welcomes support persons
- Advises customers when accessible services aren't available
- Invites customers to provide feedback

2. Scope and Applicability

This policy statement and plan applies to all current Active Exhaust employees and contractors in Ontario, Canada who conduct business with others on behalf of Active Exhaust.

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3. Policy Statement of Organizational Commitment

Active Exhaust 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.

4. Active Exhaust Accessibility Plan and Policy Principles

This 2014-2021 Accessibility Plan outlines the policy principles and actions that Active Exhaust will put in place to improve opportunities for people with disabilities.

4.1 Employment Standard: Workplace Emergency Response Information

Accessible Emergency Information

Active Exhaust is committed to providing its clients with publicly available emergency information in an accessible format upon request. We will also provide employees with disabilities with individualized emergency response information when requested.

Active Exhaust is also committed to maintaining a safe workplace for all employees and will continue to document workplace emergency plans, and revise and review existing emergency plans, for employees requiring assistance with accessibility in the event of an emergency.

4.2 Training

Active Exhaust will provide training to employees and contractors conducting business on behalf of Active Exhaust on 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 contractors.

By **January 1, 2015**, Active Exhaust will take the following steps to ensure employees and contractors are provided with the training needed to meet Ontario's accessibility laws.

- Develop a training plan and appropriate training material
- Incorporate the training into the new hire onboarding process
- Created an ongoing process to train new staff with regards to the customer service standard
- Maintain training records by Human Resources

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4.3 Information and Communication Standard

Active Exhaust is committed to meeting the communication needs of people with disabilities and has put the customer service plan in writing, and made the plan available to the public and Active Exhaust Corp. employees.

- The plan can be accessed through our website and is also posted in common areas throughout our office and manufacturing plant.
- The plan is available in accessible formats, if requested

To comply with the AODA Customer Service Standard, Active Exhaust Corp. has put into place an accessible feedback process to receive and respond to feedback from customers and members of the public who have a disability.

Active Exhaust Corp. has made the feedback process available to the public, and is available in accessible formats on request.

Active Exhaust has taken or will take the following steps accordingly.

By **January 1, 2015**, Active Exhaust will ensure existing feedback processes are accessible to people with disabilities upon request, by:

- Create a feedback process to receive and respond to feedback from our employees.
- Make the feedback process accessible in multiple formats
- Continuing to monitor for emails and telephone calls and messages regarding AODA
- Respond to valid accessibility concerns within a reasonable timeframe

By **January 1, 2016**, Active Exhaust will ensure all publicly available information is made accessible upon request by:

- Consulting with the individual making the request for accessible formats and/or communication supports.

By **January 1, 2021**, Active Exhaust will make website and content conform with WCAG 2.0 Level AA

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4.4 Employment

Processes to Accommodate Employees

Active Exhaust is committed to fair and accessible employment practices. We have taken or 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.

By **January 1, 2016**, we will:

- Develop individual accommodation plans and return-to-work policies for employees that have been absent due to a disability.
- Outline the steps we will take to help our employees return to work when they:
 - ✓ Have been absent because of a disability, and
 - ✓ Need some form of disability-related accommodation to return to work.
 - ✓ Consult with employees in order to provide the accessible formats and communication supports required to do their jobs effectively

Recruitment and Selection

By **January 1, 2016**, Active Exhaust will accommodate people with disabilities during the recruitment and assessment processes and when people are hired by:

- Regularly reviewing the recruitment process and enhancing accessibility of the job application process;
- If the selected applicant requests an accommodation, Active Exhaust shall consult with the applicant and provide or arrange for the provision of a suitable and reasonable accommodation that takes into account the applicant's disability; and
- As part of Active Exhaust's onboarding process, successful applicants/new hires and existing staff will be informed of the company policies and procedures regarding accessibility.

Information for Employees

Active Exhaust has taken the following steps to ensure employees know about our organization's policies for supporting employees with disabilities.

By **January 1, 2016**, we will:

- Ensure that staff are advised of our organization's policies for supporting employees with disabilities.
- Inform our employees about these policies when:

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- ✓ This requirement comes into effect for Active Exhaust Corp., and;
- ✓ When we hire new employees;
- ✓ When we change the policies.

Performance Management and Career Development Processes

We will take the following steps to ensure the accessibility needs of employees with disabilities are taken into consideration when we are implementing performance management and career development processes.

By **January 1, 2016**, we will ensure the accessibility needs of employees with disabilities are taken into account during performance management, career development or deployment by:

- Reviewing policies and updating documents to ensure accessibility requirements are incorporated, as required.
- Reviewing our employees' accommodation plans to understand their needs and see whether we need to make adjustments to help them succeed.
- Making performance management documents available in accessible formats, such as large print, when asked, and
- Providing feedback and coaching employees in a way that is accessible to them, such as using plain language for an employee who has a learning disability.

When we provide career development opportunities, we will consider what accommodations our employees with disabilities may need to:

- Learn new skills, or;
- Take on more responsibilities in their current position
- Consider what we could do to help our employees with disabilities succeed in other positions in our organization when they change jobs.

Other

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

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4.5 Design of Public Spaces

Active Exhaust will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces. Whenever applicable, Active Exhaust will meet the Accessibility Standards in accordance with the Built Environment Standard schedule for Ontario.

5. Responsibilities

5.1 Active Exhaust Corp.

Active Exhaust, including all employees and contractors, are responsible for ensuring compliance with AODA, IASR.

Active Exhaust has reported our progress online by filing an accessibility report and will comply with the customer service standard by filing an accessibility report on an annual basis.

5.2 Human Resources

Human Resources are responsible for:

- Composing the required accessibility policies and plans and supporting the business by coordinating training on the IASR, as needed.
- Communicating the requirements of the IASR to the business.
- Monitoring the progress of legislative requirements in order to ensure compliance
- Reporting in accordance with compliance requirements.

Contact Information

For more information, questions, or concerns regarding accessibility at Active Exhaust or to request communication in an accessible format, please contact:

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By Mail:

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