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CM9000 (2011-01)

<b>TITLE</b>  <b>AODA – Workers with Disabilities                  INTERGRATED ACCESSIBILITY STANDARDS</b>	<b>MANUAL/PROCEDURE NO.</b> <b>MANA 01-02-00-019</b>		<b>PAGE</b> <b>1 of 3</b>
	<b>PROCEDURE EFFECTIVE</b> (yyy/mm/dd) <b>2019/04/01</b>	<b>REVISION DATE</b> (yyyy/mm/dd)	<b>REV.NO.</b>
	<b>ISSUED BY (NAME &amp; DEPT.)</b> <b>Human Resources</b>		
<b>BUSINESS AREA/UNIT</b> <b>1.0 Management</b>	<b>AUTHORIZED BY</b> <b>Chief Operating Officer</b>		

**Applicable Legislation:**

Accessibility for Ontarians with Disabilities Act, 2005 – Integrated Accessibility Standard, Ontario Regulation 191/11

**Relevant Guidelines:**

Ontario Human Rights Code, R.S.O 1990

**1.0 PURPOSE/SCOPE**

MANA will meet the requirements of the Ontario government for compliance to AODA Act 2005, including providing goods and services to persons with disability in a way that is consistent with the principles of independence, dignity, equal opportunity, and respect.

This program applies to all employees at MANA LTD. It is recognized that there are many forms of disability including physical, mental, developmental, and learning disabilities. Whether a person’s disability is apparent or not, MANA is committed to having all individuals treated with courtesy, made welcome, and have their needs respected by all MANA employees.

**2.0 DEFINITIONS**

**Disability:** Disability as defined by the Accessibility for Ontarians with Disabilities Act, 2005 is:

- Any degree of physical disability, infirmity, malformation or disfigurement including, but not limited to diabetes mellitus; epilepsy; a brain injury; any degree of paralysis; amputation; lack of physical coordination; blindness or visual impediment; deafness or hearing impediment; muteness or speech impediment; or physical reliance of a guide dog or other animal, or on a wheelchair or other remedial appliance or device.
- A condition of mental impairment or a development disability; a learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language
- a mental disorder,
- An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety & Insurance Act, 1997.

**3.0 POLICY**

**Accessibility Plan**

MANA will develop, maintain and document an Accessibility Plan outlining our plan to prevent and remove barriers from our workplace and to improve opportunities for persons with disabilities.

This accessibility plan will be reviewed and updated at least once every five (5) years and will be posted internally and on the company’s website.

**Training**

MANA will ensure that training is provided on requirements of the accessibilities standards referred to in the Integrated Accessibility Standard. Training will be provided to: All of our employees and volunteers; All

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personas who participate in developing MANA’s policies; And all other persons who provide goods, services, or facilities on behalf of MANA.

MANA will focus on the Information & Communication and Employment standards. The type and detail of training will depend on a teammate’s position with the Company. There will be further training provided as these updates are created.

**Information and Communications Standards  
 Feedback & Accessible Formats**

MANA will continue to ensure that the needs and requests of persons with disabilities are meeting the expectations set forth by the AODA. The response to feedback will be given in a manner that is accessible to the person providing the feedback, and any other method that may be requested.

**Accessible Websites & Web Content**

MANA will continue to ensure that our Internet website conform to the World Wide Web Consortium Content Accessibility Guidelines (WCAG) 2.0 – Level A except where this is impractical.

**Employment Standards**

**Recruitment**

MANA will notify our employees and the public about the availability of accommodation for applicants with disabilities in our recruitment process.

**Recruitment and Selection Process**

MANA will notify applicants when they are individually selected to participate in further in the selection process that accommodations are available upon request in relation to the material or processes to be used. If a selection applicant requests accommodation, we will consult with the applicant and provides or arrange for the suitable accommodation in a manner that take in to account the applicant’s accessibility needs due to disability and work to ensure there are no safety concerns.

**Notice to Successful Applicant**

When making offers of employment, MANA will notify the successful applicant of our policies for accommodating employees with disabilities.

**Informing Employees of Support**

MANA will continue to inform our employees of our policies (and any updates on those policies) used to support employees with disabilities.

**Accessible Formats and Communication Supports for Employees**

Upon the request of an employee with a disability, MANA will consult with the employee to provide or arrange for accessible formats and communication supports for information that is needed to perform his/her job and information that is generally available to other employees.

**Workplace Emergency Response Information**

MANA will provide individualized workplace emergency response information to employees who have a disability when necessary and if MANA is made aware of the need for the accommodation due to the employee’s disability. We will provide this information as soon as practicable after becoming aware of the need for accommodation.

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Where the employee requires assistance, MANA will, with the consent of the employee, provide the workplace emergency response information to the person designated by MANA to provide assistance to the employee. Individualized workplace emergency response information will be reviewed when the employee moves to a different location in the organization, when the employee’s overall accommodations needs or plans are reviewed or when MANA reviews its general emergency response policies.

**Documented Individual Accommodation Plans**

MANA will develop documented individual accommodation plans for employees with disabilities. Once the “Individualized Employee Emergency Response Information” form is completed (where required) and reviewed with the employee, this form will serve as the formal document to be placed in the employee’s individual accommodation plan.

**Return to Work Process**

MANA maintains a documented return to work process for its employees who have been absent from work due to disability and who require disability-related accommodations in order to return to work. The return to work process will include the documented individual accommodation plans as part of the process.

This return to work process will not replace or override any other return to work process created by our under any other statute. (ie. WSIB, OSHA)

**Performance Management, Career Development & Advancement**

MANA takes into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement.

**Redeployment**

MANA takes into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, during redeployment.

**Available Documents**

Documents related to the Integrated Accessibility Standard of the Accessibility for Ontarians with Disabilities Act (AODA) will be made available upon request in an accessible format to the persons with disabilities. Requests can be made by mail, by phone or in person.

**Human Resources**  
855 Industrial Road, Hamilton ON L8L 0B2  
289-426-5670

REVISION LOG

REV.NO.	PAGE #	DESCRIPTION	REV. DATE
1		First Release	2019/04/01