



## Accessibility Policy

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### Intent

This policy is intended to meet the requirements of the [Integrated Accessibility Standards, Ontario Regulation 191/11](#) for the Information and Communications Standard set forth under the [Accessibility for Ontarians with Disabilities Act, 2005](#). This policy applies to the provision of information and communications services and materials for people with disabilities.

All information and communications materials and services provided by Weber Manufacturing shall follow the principles of dignity, independence, integration and equal opportunity.

### General Requirements

General requirements that apply across all of the five (5) standards (information and communication, employment, transportation, design of public spaces, and customer service) are outlined as follows.

#### Establishment of Accessibility Policies and Plans

Weber Manufacturing will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.

Weber Manufacturing will include a statement of its commitment to meeting the accessibility needs of persons with disabilities in a timely manner in its policies. These documents will be made publicly available in an accessible format, upon request.

Weber Manufacturing will establish, implement, maintain and document a multi-year accessibility plan outlining its strategy to prevent and remove barriers and meet its requirements under the IASR. Accessibility plans will be made available in an accessible format, upon request, and will be posted on our website.

Weber Manufacturing will review and update its accessibility plan once every five (5) years and will establish, review and update our accessibility plans in consultation with persons with disabilities or an advisory committee. Annual status reports will be prepared that will report on the progress of the steps taken to implement Weber Manufacturing's accessibility plan. If requested, the report shall be created in an accessible format.

#### Procuring or Acquiring Goods and Services, or Facilities

Weber Manufacturing will incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities. The only exception is in cases where it is impracticable to do so.

#### Training Requirements

Weber Manufacturing will provide training for its employees and volunteers regarding the IASR and the [Ontario Human Rights Code](#) as they pertain to individuals with disabilities. Training will also be provided to individuals who are responsible for developing Weber Manufacturing's policies, and all other persons who provide goods, services or facilities on behalf of Weber Manufacturing.



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Training will be provided as soon as is reasonably practicable, but no later than 4 weeks from start of employment. Training will be provided on an ongoing basis to new employees and as changes to Weber Manufacturing's accessibility policies occur.

### **Recruitment, Assessment and Selection**

Weber Manufacturing will notify employees and the public about the availability of accommodation for job applicants who have disabilities. Applicants will be informed that these accommodations are available, upon request, for the interview process and for other candidate selection methods. Where an accommodation is requested, Weber Manufacturing will consult with the applicant and provide or arrange for suitable accommodation.

Successful applicants will be made aware of Weber Manufacturing's policies and supports for accommodating people with disabilities.

### **Public Notification**

All visitors to Weber will be notified of the availability of accessible formats and communication supports through our sign in process. For employment purposes, we will also notify candidates on job postings.

### **Feedback Process**

Weber will ensure that the feedback processes are accessible to persons with disabilities by providing or arranging for accessible formats and communications supports, upon request, at no cost.

Clients/customers, or employees who wish to provide feedback on the goods, services, or facilities provided can through email, in writing, or verbally relate their feedback to their host. Feedback can also be made to:

Kelly Rever, Human Resources  
705-527-2945  
16566 Hwy 12 P.O. Box 399 Midland, ON L4R 4L1  
kelly.rever@webermfg.ca

All feedback will be directed to the President and Vice President.

Anyone who provides formal feedback will receive acknowledgement of their feedback, along with any resulting actions based on concerns or complaints that were submitted, within a timely manner.

### **Accessible Formats and Communication Supports**

Unless deemed unconvertible, Weber Manufacturing will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, upon request. Accessible formats and communication supports will be provided in a timely manner and at no additional cost to the individual.

Weber Manufacturing will take into account the person's accessibility needs when customizing individual requests and shall consult with the individual making the request to ensure suitability.



## Weber Manufacturing Technologies Inc.

Weber Manufacturing will ensure that employees are aware of our policies for employees with disabilities and any changes to these policies as they occur.

If an employee with a disability requests it, Weber Manufacturing will provide or arrange for the provision of accessible formats and communication supports for the following:

- Information needed in order to perform his/her job; and
- Information that is generally available to all employees in the workplace.

Weber Manufacturing will consult with the employee making the request to determine the best way to provide the accessible format or communication support.

### **Accessible Websites and Web Content**

Weber Manufacturing will ensure that our website, and where applicable web content, conforms to the Web Content Accessibility Guidelines (WCAG) as outlined in the IASR, and will refer to the legislation for specific compliance deadlines and requirements.

### **Workplace Emergency Response Information**

Where required, Weber Manufacturing will create individual workplace emergency response information for employees with disabilities. This information will take into account the unique challenges created by the individual's disability and the physical nature of the workplace, and will be created in consultation with the employee.

This information will be reviewed when:

- The employee moves to a different physical location in the organization;
- The employee's overall accommodation needs or plans are reviewed; and/or
- Weber Manufacturing reviews general emergency response policies.

### **Documented Individual Accommodation Plans**

Weber Manufacturing must also develop and have in place written document for individual accommodation plans for employees with disabilities. The process for the development of these accommodation plans should include specific elements, including:

- The ways in which the employee can participate in the development of the plan;
- The means by which the employee is assessed on an individual basis;
- The ways that an employer can request an evaluation by an outside medical expert, or other experts (at the employer's expense) to determine if accommodation can be achieved, or how it can be achieved;
- The ways that an employee can request the participation of a representative from their bargaining agent or other representative from the workplace (if the employee is not represented by a bargaining agent) for the creation of the accommodation plan;
- The steps taken to protect the privacy of the employee's personal information;
- The frequency with which the individual accommodation plan should be reviewed or updated and how it should be done;
- The way in which the reasons for the denial of an individual accommodation plan will be provided to the employee; and
- The means of providing the accommodation plan in an accessible format, based on the employee's accessibility needs.



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The individual accommodation will also:

- Include information regarding accessible formats and communication supports upon request;
- Where needed, include individualized workplace emergency response information; and
- Outline all other accommodation provided.

## **Performance Management and Career Development and Advancement**

Weber Manufacturing will consider the accessibility needs of employees with disabilities when implementing performance management processes, or when offering career development or advancement opportunities.

*Individual accommodation plans will be consulted, as required.*

## **Return to Work**

Weber Manufacturing will develop and implement return to work processes for employees who are absent from work due to a disability and require disability-related accommodation(s) in order to return to work.

The return to work process will outline the steps Weber Manufacturing will take to facilitate the employee's return to work and shall use documented individual accommodation plans (as described in section 28 of the regulation).

## **Exceptions**

The Information and Communications Standard does not apply to:

- Products and product labels;
- Unconvertible information or communications; or
- Information that the organization does not control either directly or indirectly through a contractual relationship.

## Unconvertible Information or Communications

If it is determined, in consultation with the requesting party, that information or communications are unconvertible, Weber Manufacturing will ensure that the individual who made the request is provided with an explanation and a summary of the information.

Weber Manufacturing will classify information or communications as unconvertible where:

- It is not technically practicable to convert; or
- The technology required to make the conversion is not readily available.

## **Review**

This policy will be reviewed regularly to ensure that it is reflective of Weber Manufacturing's current practices and legislative requirements.