



DESIGN BUILD • INDUSTRIAL • SERVICE • COMMERCIAL • PROCESS • TELEPHONE & DATA CABLING

AODA – Statement of Commitment to Accessibility

January 15, 2021

Janick Electric Limited is committed to providing a barrier-free environment for all stakeholders, including our clients, employees, job applicants, suppliers, and any visitors who may enter our premises, access our information, or use our services. As an organization, we respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations.

Janick Electric Limited understands that we have a responsibility for ensuring a safe, dignified, and welcoming environment for everyone. We are committed to ensuring our organization's compliance by incorporating accessibility legislation into our policies, procedures, equipment requirements, training, and best practices. We will review these policies and practices annually, as organizational changes occur, or in anticipation of compliance deadlines. In addition, we will strive to meet the needs of individuals with disabilities in a timely and effective manner.

Our Field employees must adhere to the AODA policies of the work sites they are placed on. The General Contractor will provide the Health & Safety Policies wherein AODA will be included. Please ensure these policies are communicated with all Janick Electric Staff present at the onset of the project. New employees placed on site will be trained upon the commencement of their employment.

Providing an accessible and barrier-free environment is a shared effort, and we are committed as an organization to working with the necessary parties to make accessibility for all a reality. For more detailed information on our accessibility policies, plans, and training programs, please contact Brenda McDonald at Brenda.mcdonald@janickelectric.com or by phone 416-635-8989 ext.437; or Scott Wicks at scott.wicks@janickelectric.com or by phone 416-635-8989 ext.428.

Sincerely,

Janet Wicks
President

janet.wicks@janickelectric.com

AODA – Integrated Accessibility Standards Regulation (IASR) Employment Policy

Intent

This policy applies to the provision of accessible employment services for persons with disabilities, in accordance with O. Reg. 191/11 *Integrated Accessibility Standards (IASR)* under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*.

All employment services provided by Janick Electric Limited will follow the principles of dignity, independence, integration, and equal opportunity.

Definitions

Accessible formats: Include but are not limited to large print, recorded audio and electronic formats, braille, and other formats usable by persons with disabilities.

Communication supports: Include but are not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

Kiosk: An interactive electronic terminal, including a point-of-sale device, for public use that allows users to access one or more services or products.

Guidelines

General Requirements

The following general requirements apply to the five standards: information and communications, employment, transportation, design of public spaces, and customer service.

Establishment of Accessibility Policies and Plans

Janick Electric Limited will develop, implement, and maintain policies governing how it will achieve accessibility through these requirements.

Janick Electric Limited 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.

Janick Electric Limited 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.

Janick Electric Limited will review and update its accessibility plan once every five 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 Janick Electric Limited's accessibility plan. This status report will be posted on our website. If requested, the report will be created in an accessible format.

Procuring or Acquiring Goods and Services, or Facilities

Janick Electric Limited 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

Janick Electric Limited will provide training on the IASR accessibility requirements and Ontario's *Human Rights Code* as they pertain to individuals with disabilities. This applies to all employees and volunteers, individuals who participate in developing Janick Electric Limited policies, and all other persons who provide goods, services, or facilities on Janick Electric Limited's behalf. Training will be provided as soon as is reasonably practicable, but no later than one week after commencement of employment. Training will be provided regularly to new employees and as changes to Janick Electric Limited's accessibility policies occur.

Records

Janick Electric Limited will maintain records on the training provided, when it was provided, and the number of employees who were trained.

Recruitment, Assessment, and Selection

Janick Electric Limited 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, Janick Electric Limited will consult with the applicant and provide or arrange for suitable accommodation.

Successful applicants will be made aware of Janick Electric Limited's policies and supports for accommodating people with disabilities.

Accessible Formats and Communication Supports for Employees

Janick Electric Limited 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, Janick Electric Limited will provide or arrange for the provision of accessible formats and communication supports for the following:

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

Janick Electric Limited will consult with the employee making the request to determine the best way to provide the accessible format or communication support.

Workplace Emergency Response Information

Where required, Janick Electric Limited will create individual workplace emergency response information for employees with disabilities. This information will account for 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; or
- Janick Electric Limited reviews general emergency response policies.

Documented Individual Accommodation Plans

Janick Electric Limited will ensure that our website and all web content published after January 1, 2012, conform to the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and will refer to the schedule set out in the IASR for specific compliance deadlines.

Janick Electric Limited must also develop and have in place written processes for documenting individual accommodation plans for employees with disabilities. The process for the development of these accommodation plans should include specific elements, including:

- How the employee can participate in the development of the plan;
- How the employee is assessed individually;
- How an employer can request an evaluation by an outside medical expert or other experts at the employer's expense to determine whether accommodation can be achieved, or how it can be achieved;
- How an employee can request the participation of a representative from their bargaining agent or, if the employee is not represented by a bargaining agent, another representative from the workplace in the creation of the accommodation plan;
- The steps taken to protect the privacy of the employee's personal information;
- How and how often the individual accommodation plan should be reviewed or updated;
- How 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.

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

Janick Electric Limited 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

Janick Electric Limited will develop and implement return-to-work processes for employees who are absent from work due to a disability and require disability-related accommodations in order to return to work.

The return-to-work process outlines the steps Janick Electric Limited will take to facilitate the employee's return to work and will use documented individual accommodation plans as outlined by the regulation.

Redeployment

The accessibility needs of employees with disabilities will be considered in the event of redeployment.

Individual accommodation plans will be consulted as required.

Review

This policy will be reviewed regularly to ensure that it reflects Janick Electric Limited's current practices and legislative requirements.



DESIGN BUILD • INDUSTRIAL • SERVICE • COMMERCIAL • PROCESS • TELEPHONE & DATA CABLING

Accessibility Plan – June 15, 2021

Intent

This 2021 to 2026 accessibility plan outlines the policies and actions that Janick Electric Limited will put in place to improve opportunities for people with disabilities in accordance with the requirements communicated under the [Integrated Accessibility Standards, Ontario Regulation 191/11](#).

Statement of Commitment

Janick Electric Limited believes in equal opportunity and is committed to providing a barrier-free environment that allows all people to maintain their independence and dignity. As an organization, we respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act (2005)* and its associated Regulations and strive to meet the needs of individuals with disabilities in a timely and effective manner.

PLAN

Janick Electric Limited is committed to maintaining a workplace characterized by professionalism and respect for the dignity of all individuals. Every employee is expected to respect the diversity of other employees, clients, and other third parties with whom they interact.

We are committed to meeting the accessibility needs of persons with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the AODA.

In order to meet and sustain compliance, Accessible Emergency Information, Janick Electric will provide employees with disabilities with individualized emergency response information, when necessary. We are also committed to providing our clients with publicly available emergency information in an accessible way, as applicable and upon request.

Training

Janick Electric has provided training to all employees in Ontario, on Ontario's accessibility laws and how to communicate with and provide accessible service to people with disabilities, in order to ensure that employees have the knowledge and skills they need to meet or exceed compliance requirements.

As soon as practicable, newly hired employees will be provided with the training required in order to comply with the AODA Customer Service Standard. Janick Electric will maintain records of all training, including the dates the training was provided and the individuals who received the training. We teamed with HR Downloads and provide video training with quizzes which provide Certificates to each employee. This combined with our written policies provided to and signed off by our employees conclude our AODA training. Our system has been updated to include a Health & Safety Tracker to show all training dates which are reviewed against updates to AODA.

Support for Persons with Disabilities

Janick Electric recognizes the principles of independence, dignity, integration and quality of opportunity, and the importance of openly communicating and responding to disabled employees' and possible clients' needs in order to provide them with excellent service. We will make every effort to provide accessibility and accommodation in ways that take into account the person's disability and accessibility needs.

For example, we will:

- accommodate an individual's assistive devices that help them perform everyday tasks;
- welcome service animals on our premises that are open to the public and other third parties, to the extent permitted by law; and
- welcome support persons who accompany a person with a disability.

Information and Communications:

Janick Electric Limited is committed to meeting the communication needs of persons with disabilities. We will consult with persons with disabilities to determine their information and communication needs.

Janick Electric Limited will ensure compliance with the required criteria of Web Content Accessibility Guidelines (WCAG) 2.0 Level AA, by January 1, 2021. We will continue to ensure that feedback processes are accessible to persons with disabilities, including providing accessible formats and communication supports, upon request.

Employment:

Janick Electric Limited is committed to maintaining a workplace characterized by professionalism and respect for the dignity of its employees, where all individuals have an equal opportunity to reach their potential, free of discrimination, including harassment and violence.

Janick Electric Limited has put policies and/or processes in place to:

- Provide training to those involved in hiring processes, on AODA requirements and disability-related requirements in the recruitment process;

- Notify employees and members of the public that, when requested, Janick Electric Limited will accommodate persons with disabilities during the recruitment and assessment process;
- Notify successful applicants of Janick Electric Limited's policies for accommodating persons with disabilities during their offer of employment, and on an ongoing basis should there be changes to Janick Electric Limited's policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability;
- Determine suitable accommodation, by consulting with the employee, that takes into account the employee's accessibility needs due to a disability;
- Arrange for the provision of accessible formats and communication supports for employees, upon request and in consultation with the employee, for information that is needed in order to perform job duties and for information generally available to employees in the workplace;
- 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; this includes a template for individual accommodation and return-to-work plans;
- Ensure the accessibility needs of employees with disabilities are taken into account when using performance management, career development and advance processes;
- If an employee requires time off work due to the onset of a disability, Janick Electric Limited will assist in completing the Employment Insurance Applications for up to 15 weeks sick benefits and; if required, assist in completing the LTD benefit for the employee.
- Prevent and remove other accessibility barriers as or if identified.

Plan Review:

This plan will be reviewed and updates made as required, at least every five years.
 Questions/Feedback For more information on this Accessibility Plan or to request an alternate format of this document, please contact:

Brenda McDonald, Janick Electric Limited
 9-1170 Sheppard Ave W, Toronto, ON M3K 2A3
 t. 416.635.8989. x437
 f. 416.635.8484
brenda.mcdonald@janickelectric.com

Or

Scott Wicks, Janick Electric Limited
 9-1170 Sheppard Ave W, Toronto, ON M3K 2A3
 t. 416.635.8989. x428
 f. 416.635.8484
scott.wicks@janickelectric.com

AODA Employment Standards Policy – Ontario

Intent

Janick Electric Limited is dedicated to providing accessible services and work environment for all employees, prospective employees, and clients. This policy outlines the company's compliance with Parts I and III of the *Integrated Accessibility Standards Regulation (IASR)* set forth under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*.

This policy ensures Janick Electric Limited provides services and employment practices that follow the principles of dignity, independence, integration, and equal opportunity.

Definitions

Accessible format: Includes large print, recorded audio and electronic formats, braille, and other formats usable by persons with disabilities.

Communication supports: Includes captioning, alternative and augmentative communication supports, plain language, sign language, and other supports that facilitate effective communication.

Information: Includes data, facts, and knowledge that exists in any format, including text, audio, digital, or images, and conveys meaning.

Career development and advancement: Additional responsibilities within an employee's current position and the movement of an employee from one job to another in an organization or any combination of them. Both additional responsibilities and employee movement are usually based on merit, seniority, or a combination of both.

Performance management: Activities related to assessing and improving employee performance, productivity, and effectiveness with the goal of facilitating employee success.

Redeployment: The reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.

Support person: In relation to a person with a disability, another person who accompanies a person with a disability in order to help with communication, mobility, personal care, or medical needs, or with access to goods, services, or facilities.

General Principles

Establishment of Accessibility Policies and Plans

Janick Electric Limited will develop, implement, and maintain policies governing how it will achieve accessibility through these requirements.

The company is committed to meeting the accessibility needs of persons with disabilities in a timely manner. This is reflected in policies which upon request will be made publicly available in an accessible format.

The company 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 its website.

The company will review and update its accessibility plan once every five years and will establish, review, and update its accessibility plans in consultation with persons with disabilities or an advisory committee. Annual status reports will be prepared to report on the progress of the steps taken in implementing the companies' accessibility plan. This status report will be posted on our website. If requested, the report will be created in an accessible format.

Training Requirements

Janick Electric Limited 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 the companies' policies, and all other persons who provide goods, services, or facilities on behalf of the company.

Training will be provided as soon as is reasonably practicable, but no later than 5 days commencing employment or 20 days upon changes to the policies. Training will be provided regularly to new employees and as changes to the companies' accessibility policies occur.

Janick Electric Limited will maintain records on the training provided, through obtaining signed policies and training certificates logged on the Company Health & Safety Training Tracker.

Recruitment, Assessment and Selection

Janick Electric Limited 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, the company will consult with the applicant and provide or arrange for suitable accommodations in a manner that takes into account the applicant's accessibility needs due to disability.

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

Accessible Formats and Communication Supports for Employees

Janick Electric Limited will ensure that employees are aware of policies for employees with disabilities and any changes to these policies as they occur. The company will provide the information required to new employees as soon as practicable after they begin their employment.

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

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

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

Workplace Emergency Response Information

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

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; or
- The company reviews general emergency response policies.

Documented Individual Accommodation Plans

Janick Electric Limited will develop and have in place written processes for documenting individual accommodation plans for employees with disabilities. The development process for these plans will include:

- The ways in which the employee can participate in the development of the plan;
- The means by which the employee is assessed individually;
- The ways that an employer can request an evaluation by an outside medical expert, or other experts (at the employer's expense) to determine whether 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.

The individual accommodation should also include information regarding accessible formats, communication supports (upon request), individualized workplace emergency response information, and any other accommodation provided.

Return to Work

Janick Electric Limited will develop and implement return-to-work processes for employees who are absent from work due to a disability and require disability-related accommodations in order to return to work.

This process will outline the steps the company will take to enable a smooth return to work for the employee. All steps and individual accommodation plans will be documented and created in consultation with the employee.

Performance Management and Career Changes

Janick Electric Limited will consider the accessibility needs, including documented individual accommodation plans, of employees with disabilities during the company's performance management process. These will also be considered in the event of redeployment, or when offering career development or advancement opportunities.

Review

This policy will be reviewed regularly to ensure that it reflects current practices of Janick Electric Limited as well as legislative requirements.

AODA – Integrated Accessibility Standards Regulation (IASR) Information and Communications Policy

Intent

This policy applies to the provision of accessible employment services for persons with disabilities, in accordance with O. Reg. 191/11 *Integrated Accessibility Standards* (IASR) under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA).

All employment services provided by Janick Electric Limited will follow the principles of dignity, independence, integration, and equal opportunity.

Definitions

Accessible formats: Include but are not limited to large print, recorded audio and electronic formats, braille, and other formats usable by persons with disabilities. If any of these are not available, they will be made available within a reasonable period of time.

Communication supports: Include but are not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

Conversion-ready: An electronic or digital format that facilitates conversion into an acceptable format.

Guidelines

General Requirements

The following general requirements apply to the five standards: information and communications, employment, transportation, design of public spaces, and customer service.

Establishment of Accessibility Policies and Plans

Janick Electric Limited will develop, implement, and maintain policies governing how it will achieve accessibility through these requirements.

Janick Electric Limited 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.

Janick Electric Limited 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.

Janick Electric Limited will review and update its accessibility plan once every five 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 Janick Electric Limited's accessibility plan. This status report will be posted on our website. If requested, the report will be created in an accessible format.

Procuring or Acquiring Goods and Services, or Facilities

Janick Electric Limited 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

Janick Electric Limited will provide training on the IASR accessibility requirements and Ontario's *Human Rights Code* as they pertain to individuals with disabilities. This applies to all employees and volunteers, individuals who participate in developing Janick Electric Limited policies, and all other persons who provide goods, services, or facilities on Janick Electric Limited's behalf. Training will be provided as soon as is reasonably practicable, but no later than one week from the commencement of employment. Training will be provided regularly to new employees and as changes to Janick Electric Limited's accessibility policies occur.

Records

Janick Electric Limited will maintain records on the training provided, when it was provided, and the number of employees who were trained.

Accessible Formats and Communication Supports

Unless deemed unconvertible, Janick Electric Limited 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.

Janick Electric Limited will account for the person's accessibility needs when customizing individual requests and will consult with the individual making the request to ensure suitability.

Janick Electric Limited will make the availability of accessible formats and communication supports publicly known.

Emergency Procedures, Plans or Public Safety Information

Janick Electric Limited will ensure that all publicly available safety and emergency information, such as evacuation procedures and floor plans, are provided in an accessible format or with appropriate communication supports upon request.

Accessible Websites and Web Content

Janick Electric Limited will ensure that our website and web content conform to the Web Content Accessibility Guidelines (WCAG) as outlined in the IASR, and will refer to the legislation for specific compliance deadlines and requirements.

Records

Janick Electric Limited will maintain a record of all training provided. Training will include the dates when training was provided and the number of people who were trained.

Exceptions

The Information and Communications Standards do 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, Janick Electric Limited will ensure that the individual who made the request is provided with an explanation and a summary of the information.

Janick Electric Limited 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 reflects Janick Electric Limited's current practices and legislative requirements.

AODA – Integrated Accessibility Standards Regulation (IASR) Design of Public Spaces Policy

Intent

This policy is intended to meet the requirements of the [Integrated Accessibility Standards, Ontario Regulation 191/11](#) for the Design of Public Spaces Standard set forth under the [Accessibility for Ontarians with Disabilities Act, 2005](#). This policy applies to removing barriers in two (2) areas:

- Buildings; and
- Public spaces.

Definitions

Accessible Formats– Include but are not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

Beach Access Routes – Routes that are constructed for public pedestrian use that provide access to public beaches from off-street parking facilities, recreational trails, exterior paths of travel and amenities.

Environmental Mitigation – Activities that are intended to address any negative effects on the environment caused by the standard.

Environmental Restoration – Activities that will benefit the environment.

Exterior Paths of Travel – Refers to sidewalks and walkways designed and constructed for pedestrian travel and intended to provide a functional route from Point A to Point B, rather than a recreational experience.

Kiosk – An interactive electronic terminal, including a point-of-sale device, for public use that allows users to access one (1) or more services or products.

Recreational Trail – A public pedestrian trail intended for recreational and leisure purposes.

Redeveloped – A planned significant alteration to a public space. It does not include maintenance activities, environmental mitigation or environmental restoration.

General Principles

In accordance with the *Integrated Accessibility Standards, Ontario Regulation 191/11*, this policy addresses the following:

- A. [General Requirements](#)
- B. [Exterior Paths of Travel](#)
- C. [Off-Street Accessible Public Parking](#)

D. [Obtaining Service](#)

E. [Exceptions](#)

F. [Review](#)

A. 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

Janick Electric Limited will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.

Janick Electric Limited 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.

Janick Electric Limited 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.

Janick Electric Limited 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 Janick Electric Limited's accessibility plan. This status report will be posted on our website. If requested, the report shall be created in an accessible format.

Procuring or Acquiring Goods and Services, or Facilities

Janick Electric Limited 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

Janick Electric Limited 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 Janick Electric Limited's policies, and all other persons who provide goods, services or facilities on behalf of Janick Electric Limited.

Training will be provided as soon as is reasonably practicable, but no later than one week commencing employment or within 20 days when there are changes to the policies. Training will be provided on an ongoing basis to new employees and as changes to Janick Electric Limited's accessibility policies occur.

Records

Janick Electric Limited will maintain records on the training provided, when it was provided and the number of employees that were trained.

B. Exterior Paths of Travel

To ensure the health and safety of all pedestrians, any newly constructed or redeveloped exterior paths of travel will meet, and where possible exceed, the technical requirements of the *Integrated Accessibility Standards*, [section 80.23](#), and where applicable, sections 80.24 – 80.28.

C. Off-Street Accessible Public Parking

Types of Spaces and Access Aisles

Janick Electric Limited will ensure that any newly constructed or redeveloped off-street parking facilities provide the following two (2) types of parking spaces available for persons with disabilities:

- Type A – Parking space with a minimum width of 3.4 m; and
- Type B – Standard parking space with a minimum width of 2.4 mm.

Access aisles will be provided for all accessible parking spaces and will meet the requirements of the *Integrated Accessibility Standards*, [section 80.35](#).

Minimums

Janick Electric Limited will ensure that any newly constructed or redeveloped off-street parking facility meets, and where possible exceeds, the required number of accessible parking spaces based on the size of the lot. The number of accessible spaces will be aligned with the requirements specified in the *Integrated Accessibility Standards*, [section 80.36](#).

Signage

Janick Electric Limited will ensure that the proper signage is provided for each accessible parking space. Type A parking spaces will have signage indicating van accessibility.

D. Obtaining Services

Waiting Areas

When constructing or redeveloping an existing waiting area, Janick Electric Limited will ensure that a minimum of 3% of the seating is made accessible. Janick Electric Limited will ensure that there will be at least one (1) accessible seat.

E. Exceptions

There may be times where it is not possible for Janick Electric Limited to meet all technical requirements as outlined within legislation. In these instances, Janick Electric Limited will strive to meet the requirements to the fullest extent to allow for accessible use with particular constraints as addressed in legislation.

F. Review

This policy will be reviewed regularly to ensure that it is reflective of Janick Electric Limited's current practices as well as legislative requirements.

AODA – Integrated Accessibility Standards Regulation (IASR) Transportation Policy

Intent

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

All transportation provided by Janick Electric Limited shall follow the principles of dignity, independence, integration and equal opportunity. In this case, vehicles provided by the Company used to transport employees and/or subtrades or clients.

Definitions

Accessible Formats– Include but are not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

Accessible Vehicle – A passenger vehicle or a bus, other than a school bus, that is:

- Designed or modified to be used for the purpose of transporting persons with disabilities and is used for that purpose, whether or not the vehicle is also used to transport persons without disabilities; and
- Operated by, for or on behalf of any person, club, agency or organization that holds itself out as providing a transportation service to persons with disabilities (either for compensation or not).

Mobility Aid – Refers to devices used to facilitate the transport, in a seated posture, of people with disabilities.

Mobility Assistive Device – Refers to a cane, walker or similar aid.

Specialized Transportation Service Provider – Refers to a designated public sector transportation organization described in [paragraph 5 of Schedule 1](#) of the *Integrated Accessibility Standards Regulation* that provides specialized transportation services that operate only in Ontario.

General Principles

In accordance with the *Integrated Accessibility Standards, Ontario Regulation 191/11*, this policy addresses the following:

- A. [General Requirements](#)
- B. [Availability of Information on Accessible Equipment](#)
- C. [Non-Functioning Accessibility Equipment](#)
- D. [Accessibility Training](#)

E. Emergency Preparedness and Response Policies

F. Support Persons

G. Review

A. 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

Janick Electric Limited will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.

Janick Electric Limited 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.

Janick Electric Limited 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.

Janick Electric Limited 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 Janick Electric Limited's accessibility plan. This status report will be posted on our website. If requested, the report shall be created in an accessible format.

Procuring or Acquiring Goods and Services, or Facilities

Janick Electric Limited 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

Janick Electric Limited 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 Janick Electric Limited's policies, and all other persons who provide goods, services or facilities on behalf of Janick Electric Limited.

Training will be provided as soon as is reasonably practicable, but no later than (Insert Compliance Deadline). Training will be provided on an ongoing basis to new employees and as changes to Janick Electric Limited's accessibility policies occur.

Records

Janick Electric Limited will maintain records on the training provided, when it was provided and which employees were trained through our training tracker.

B. Availability of Information on Accessible Equipment

Janick Electric Limited will make current information regarding accessibility equipment and features of our vehicles available to our employees and subtrades. This information will be provided in an accessible format, upon request.

C. Non-Functioning Accessibility Equipment

Where the accessibility equipment on one (1) of our vehicles is not functioning, Janick Electric Limited will ensure that it is repaired as soon as is reasonably practicable. Until such time, Janick Electric Limited will take all reasonable steps to accommodate persons with disabilities.

D. Accessibility Training

In addition to the [general training requirements](#) , Janick Electric Limited will provide all employees with accessibility training. Training will address:

- How to safely use accessibility equipment;
- The features of accessibility equipment;
- Acceptable modifications to procedures (e.g. equipment fails); and
- Emergency preparedness and response procedures.

Records

Janick Electric Limited will maintain a record of all training provided. Training records will include the dates on which training was provided and the people that were trained.

E. Emergency Preparedness and Response Policies

To ensure the safety of individuals with disabilities that use our vehicles for transport, Janick Electric Limited will establish, implement, maintain and document emergency preparedness and response policies. These policies will be provided in an accessible format, upon request.

In addition, Janick Electric Limited will ensure that all publicly-available safety and emergency information (e.g. evacuation procedures, floor plans etc.) is provided in an accessible format or with appropriate communication supports, upon request.

F. Support Persons

Janick Electric Limited will not refuse a support person who is accompanying an employee, subtrade or client with a disability.

Janick Electric Limited reserves the right to inquire about the nature of an individual's need for a support person.

G. Review

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

NOTES:

Janick Electric Limited does not provide transport to the public. Company vehicles are used by a small portion of employees but are maintained regularly.

Acknowledgement and Agreement

I, acknowledge that I have read and understand the following AODA – *Integrated Accessibility Standards Regulation* (IASR) Policies of Janick Electric Limited to include the following:

AODA - Statement of Commitment to Accessibility

AODA - Integrated Accessibility Standards Regulation (IASR) Employment Policy

AODA - Accessibility 5 year Plan

AODA - Integrated Accessibility Standards Regulation (IASR) Employment Standards Policy

AODA - Integrated Accessibility Standards Regulation (IASR) Information and Communications Policy

AODA - Integrated Accessibility Standards Regulation (IASR) Public Spaces Policy

AODA - Integrated Accessibility Standards Regulation (IASR) Transportation Policy

I agree to adhere to these policies and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face corrective action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____