



Multi-Year Accessibility Plan

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ACCESSIBILITY PLAN AND POLICIES FOR RS TECHNOLOGIES INC. (“RS”)

This 2021-2026 accessibility plan outlines the ongoing policies actions and completed actions that RS has implemented to improve opportunities for people with disabilities.

GENERAL REQUIREMENTS

Applies all standards of the Integrated Accessibility Standard Regulation (IASR).

STATEMENT OF COMMITMENT

RS 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.

ACCESSIBILITY POLICIES

RS will develop and regularly review policies including a statement of organizational commitment on how to meet the integrated standards requirements. These will be available to the public and will be provided in an accessible format upon request.

2015-2020 Key Actions Accomplished

- Post and ensure that all policies and standards are available for review upon request
- Implement policies and procedures company wide
- Ensure training is provided to all current employees and new hires
- Update policies and procedures as part of RS’s policy review process
- Ensure ongoing compliance and reports are submitted every 2 years
- Implement a feedback process and that all aspects are provided in accessible formats

2021-2026 Key Actions

- Post and ensure that all policies and standards are available for review upon request
- Update policies and procedures as part of RS’s policy review process
- Ensure ongoing compliance

ACCESSIBILITY PLANS AND COMPLIANCE REPORTING

RS will develop and review a multi-year plan at least once every five years, as well as report the company’s compliance to the Government of Ontario every two years.

2015-2020 Key Actions Accomplished

- Develop and implement multi-year accessibility plan
- Establish an outline and determine what will be done to implement IASR requirements

- Post the multi-year accessibility plan on the company website and provide in an accessible format upon request
- Report to the province every two years and review plan every five years

TRAINING

RS will provide training to employees, volunteers and other employees 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, volunteers and other employees.

2015-2020 Key Actions Accomplished

- Review available training materials from Ontario government and other sources to assess the applicability to RS
- Train new employees through the onboarding process, and existing employees with respect to any changes to accessibility policies

2021-2026 Key Actions

- Review available training materials from Ontario government and other sources to assess the applicability to RS
- Continue to provide training to all new employees through the onboarding process

INFORMATION AND COMMUNICATIONS

RS 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.

Feedback

RS will take the following steps to make ensure existing feedback processes are accessible to people with disabilities upon request.

2015-2020 Key Actions Accomplished

- Establish a policy outlining the feedback process
- Ensure processes for receiving and responding back to feedback are accessible for persons with disabilities by providing/arranging for accessible formats and communication supports, upon request
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2021-2026 Key Actions

- Ensure processes for receiving and responding back to feedback are accessible for persons with disabilities by providing/arranging for accessible formats and communication supports, upon request



Accessible Formats and Communication Supports

RS will continue to take the following steps to make sure all publicly available information is made accessible upon request.

2015-2020 Key Actions Accomplished

- Provide employees with accessible supports
- Implement the Accessible Employment standard
- Review all public uses of information utilized by company and make available in applicable languages of public served, upon request
- Provide or arrange for accessible formats and communication supports for information needed to perform job duties
- Offer other accessible options upon request
- Notify the public about availability of accessible formats and communication supports

Accessible Websites and Web Content, WCAG Level A and Level AA

RS will ensure the company website and content conform with WCAG 2.0.

2015-2020 Key Actions Accomplished

- Re-launch RS website with knowledge of WCAG 2.0, Level A guidelines
- Regularly evaluate compliance through accessibility quality tool

2021-2026 Key Actions

- Incorporate level AA requirements

EMPLOYMENT - Ongoing

RS is committed to fair and accessible employment practices. We will take the following steps to make employment practices and the workplace more accessible to potential and existing employees with disabilities.

Recruitment, Assessment or Selection Process

We will notify the public and staff that, when requested, RS will accommodate people with disabilities during the recruitment and assessment processes, upon request, and will:

- Incorporate accommodation language into recruitment and selection documents (i.e., company website, job postings)
- Verbally communicate to applicants and new hires

Workplace Emergency Response Information

RS is committed to providing the customers and clients with publicly available emergency information in an accessible way upon request. We will:

- Provide individual workplace emergency response information to employees who have a disability, as required
- Create individual accommodation plans for employees requiring assistance

- Ensure individual emergency plans are updated as necessary

Documented Individual Accommodation Plans

RS 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:

- Establish and emergency Information Guide for Employees with Disabilities
- Develop and implement a written process for documentation of individual accommodation plans for employees with disabilities

Employee Support

We will take the following steps to ensure the accessibility needs of employees with disabilities are taken into account if RS is using performance management, career development and redeployment processes:

- Inform employees of policies to support employees with disabilities
- Fair and equal treatment of all employees
- Update onboarding materials as necessary

RS will take the following steps to prevent and remove other accessibility barriers identified:

- Remain current and up to date with accessibility mandates
- Implement and update policies as necessary

Return to Work Process

RS will update current return to work procedure for employees who have been absent from work due to a disability related accommodation to return to work and will review, update and document existing return to work processes.

DESIGN OF PUBLIC SPACES

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

- Recreational trails/beach access routes
- Outdoor public eating areas like rest stops or picnic areas
- Outdoor play spaces, like playgrounds in provincial parks and local communities
- Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals
- Accessible off street parking
- Service-related elements like service counters, fixed queuing lines and waiting areas



SERVICE DISRUPTION

RS will put the following procedures in place to prevent service disruptions to its accessible parts of its public spaces:

- In the event of a service disruption, we will notify the public of the service disruption and alternatives available through use of any of the following, as applicable:
 - Company website
 - Verbally
 - Via email
 - Posting on outside of building

FOR MORE INFORMATION

For more information on this accessibility plan, please contact Human Resources at:

Phone: 519-682-5218
Email: Recruiting@RSpoles.com

Accessible formats of this document are available free upon request from Human Resources.