

	Policy
	Title: Accessibility Policy
	Written By: Human Resources
	Approved By: Executive Leadership
	Effective: January 2025

Accessibility Policy

Purpose

Burnac Group of Companies is committed to ensuring equal access and participation for people with disabilities. We believe in providing an accessible environment that respects the dignity, independence, and rights of people with disabilities. We believe in integration, and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and by meeting our accessibility requirements under the requirements of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), and the Ontario Human Rights Code.

Scope

This policy applies to all Burnac Group of Companies employees, suppliers/vendors, students, volunteers, contractors, consultants, clients, and visitors. The application of this policy across all companies does not establish a standardized employment arrangement.

Principles

Burnac Group of Companies goods, services, and locations are to be available to people with disabilities in a manner that:

- is free from discrimination
- always strives to respect the individual's dignity and independence
- is integrated with the provision of service to others, except when alternative measures are necessary to meet the needs of people with disabilities
- takes individual needs into account where a uniform response is inappropriate to ensure that there are no barriers to access or participation and that individuals with disabilities are treated equitably.

Multi-Year Accessibility Plan

Burnac Group of Companies has developed and maintains a Multi-Year Accessibility Plan outlining the company's strategy to prevent and remove barriers and to improve opportunities for persons with disabilities. The plan will be reviewed and updated at least once every five years and posted on the company's website and in every location on the health and safety communication board.

Accessible Information and Communication

Communication

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The company is committed to meeting the communication needs of people with disabilities. Where appropriate, the company will consult with people with disabilities to determine their information and communication needs.

Accessible Emergency Communication

The company is committed to providing customers and 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 necessary.

Accessible Formats and Communication Supports

Upon request, the company will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that considers the person's accessibility needs due to disability.

The company will consult with the person making the request to determine the suitability of an accessible format or communication support. The company will also notify the public about the availability of accessible formats and communication supports.

Accessible Websites and Web Content

The company will ensure that all internet websites, including web content, conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 at Level AA except where this is impracticable.

Feedback

The company ensures its process for receiving and addressing feedback is accessible by providing or arranging for the provision of accessible formats and communication supports, upon request.

Feedback will be collected by phone by dialling general inquiries at 905-856-9064, hrbp@burnacproduce.com, and in person at any of Burnac's locations.

Employment

The company is committed to fair and accessible employment practices. This section outlines requirements for the accommodation of persons with disabilities during the recruitment process and throughout the course of employment with the company.

Recruitment

The company will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment and assessment processes and when people are hired.

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The company will notify job applicants, when they are individually selected to participate in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used. If a selected applicant requests an accommodation, the company will consult with the applicant and provide, or arrange for the provision of, a suitable accommodation in a manner that considers the applicant's accessibility needs.

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

Informing Employees of Supports

The company will inform its employees of its policies used to support employees with disabilities, including policies on the provision of job accommodations that consider an employee's accessibility needs due to disability. This information will be provided to new employees as soon as practicable after commencing employment and shall be updated for all employees whenever there is a change to existing policies.

Accessible Formats and Communication Supports for Employees

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

Workplace Emergency Response Information

The company will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and if the company is aware of the need for accommodation due to the employee's disability.

The company will provide this information as soon as practicable after becoming aware of the need for accommodation. If an employee who received individualized workplace emergency response information requires assistance, the company will, with the consent of the employee, provide the workplace emergency response information to the person designated by the company to aid the employee.

The company will review the individualized workplace emergency response information when the employee moves to a different location in the organization, when the employee's overall accommodation needs, or plans are reviewed and when the company reviews its general emergency response policies.

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Accommodation Plans

The company will maintain a written process for the development of documented individual accommodation plans for employees with disabilities. If requested, information regarding accessible formats and communications supports provided will also be included in individual accommodation plans. In addition, the plans will include individualized workplace emergency response information (where required) and will identify any other accommodation that is to be provided.

Return to Work Process

The company maintains a documented return to work process for its employees who have been absent from work due to a disability and who require disability-related accommodations to return to work. The process shall outline the steps the company will take to facilitate the return to work and will include documented individual accommodation plans as part of the process.

Performance Management and Career Development

The company will consider the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement opportunities, or when redeploying employees.

Learning and Development

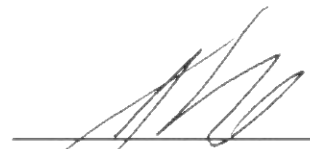
The company will ensure that learning and development is provided on the requirements of the AODA and the Human Rights Code as it relates to persons with disabilities. Learning and development will be provided in a way that best suits the duties and responsibilities of employees and other staff members.

Interpretation

The Executive Leadership and Human Resources are responsible for interpreting this policy. The company may change, modify, or delete policy sections without notice.

Need More Help

If you have any questions, please contact your people leader or Human Resources. Human Resources can be contacted at hrbp@burnacproduce.com.


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