BURNAC PRODUCE LTD.
MULTI-YEAR ACCESSIBILITY PLAN

Our organizations strive to meet the needs of their employees and customers with disabilities and are working hard to remove and prevent barriers to accessibility.

We are committed to fulfilling the requirements under the Accessibility for Ontarians with Disabilities Act (AODA). This accessibility plan outlines the steps we will take to meet those requirements and to improve opportunities for people with disabilities.

Our plan shows what role we will play in making Ontario an accessible province for all Ontarians.

STATEMENT OF COMMITMENT

Similar to how our organizations strive to act with honesty and integrity in developing sustainable partnerships and provide quality products and services through innovation, we are committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration and we are committed to meeting the needs of people with disabilities in a timely manner. Our vision is to identify, remove, and prevent any possible barriers that may impact persons with disabilities and to meet our accessibility requirements under Ontario's accessibility laws.

1. GENERAL REQUIREMENTS

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

- Develop policies, including a statement of commitment, on how to meet the integrated standards requirements, make them available to the public, and provide them in an accessible format, upon request.
- Expand accessibility policy scope, create new supporting standards and communicate changes to all employees, including our:
    - AODA Accessibility Policy
    - Accessible Customer Service Standard Policy
    - Accessible Information and Communication Policy
    - Accessible Employment Policy
    - Accessible Design of Public Spaces Policy

Key Actions:

- Posted policies on all safety bulletin boards and revamped websites
- Implemented policies and procedures company-wide in 2014
- Updated policies and procedures as part of our policy review process
- Continued review and renewal of accessibility training
- Policies reviewed and updated as legislation changes occur.
- Added policy for the accommodation process

2. MULTI-YEAR ACCESSIBILITY PLAN

- Develop and implement multi-year accessibility plan
- Establish an outline and determine what will be done to implement IASR requirements
- Post multi-year accessibility plan on websites and provide in an accessible format, upon request
- Report to the province when required and review plan every five years

Key Actions:

- Created and executed a multi-year accessibility plan in an accessible format, upon request
- Consults with persons with disabilities to ensure communications are available in accessible formats and accessibility plans are in place
- Complete and submit compliance reports on scheduled with legislative requirements.
- Review and update plan to ensure it is valid and relevant to business, customer and employee accessibility needs.

3. PROCURING OR ACQUIRING GOODS, SERVICES OF FACILITIES

Incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so.

Key Actions:

- Updated purchasing templates with accessibility language
- Ensure departments include accessibility criteria and features in the specifications provided to all respective departments

4. TRAINING

Ensure training on the Integrated Accessibility Standard Regulation and the Human Rights Code is provided in a way that best suits the duties of employees, customers, persons who participate in developing polices and other staff members.

Key actions:

- Regularly review and update available training materials
- Standardized training using a platform that provides accessible formats.
- Ensured training records are documented and available upon request.
- Included IASR and Human Rights training is included in the employee onboarding program.

Next Steps:

- Redesign Employee manual to ensure accessibility policies are more easily available to all employees beyond existing methods (training handouts, policy manual, ADP, and bulletin boards).

5. INFORMATION AND COMMUNICATIONS

Outlines how all companies will create, provide and receive information and communications in ways that are accessible for people with disabilities.

5.1 Feedback

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. Notify the public about availability of accessible formats and communication supports.

Key Actions:

- Created accessible Information and Communication Standard Policy to incorporate all requirements of the IASR legislation
- Feedback processes on company websites
- Multi-channel options available (i.e. email, phone, etc.) for providing and receiving feedback
- Created accommodation request form for people with disabilities
- Review all feedback processes and updates as required

5.2 Accessible Formats and Communication Supports

Provide accessible formats and communications supports for persons with disabilities in a timely manner and cost that is no more than the regular cost charged to other persons, upon request. Notify the public about availability of accessible formats and communication supports.

Key Actions:

- Create Accessible Information and Communications Standard Policy to incorporate all requirements of the IASR
- Ensure multi-channel options for providing and receiving feedback
- Ensure on going compliance with legislative requirements
- Maintain alternate formats request statement on company websites

5.3 Emergency Procedure, Plans or Public Safety Information

Provide emergency procedures, plans or public safety information that is publicly available in an accessible format or with appropriate communication supports, upon request

Key Actions:

- The Company provides customers with available emergency information/plans in an accessible format upon request
- The Company works with and provides employees with individualized accommodation plans upon request. Plans are reviewed regularly as accommodation needs change, or when there are changes to emergency procedures.

5.4 Accessible websites and web content, WCAG level AA

Ensure internet websites and web content conforms with WCAG 2.0 level AA, other than success criteria 1.2.4 captions (live) and success criteria 1.2.5 audio descriptions (pre-recorded)

By January 1, 2021, all Burnac Produce websites and their content will conform to WCAG 2.0, Level AA standards.

6.0 EMPLOYMENT

Outlines how companies will make employment practices and its workplace more accessible to potential and existing employees with disabilities.

6.1 Recruitment

Incorporate accommodation language into recruitment and selection documents

Key Actions:

- Created an Accessible Employment Standard Policy and procedures to incorporate all requirements of the IASR
- Updated job posting to communicate accessibility options to prospective candidates.
- Updated offers of employment to include accessibility and accommodations are available to prospective employees.

6.2 Recruitment, Assessment or Selection Process

Notify job applicants that accommodations are available in relation to the materials or processes used during the recruitment process, upon request.

Key Actions:

- Applicants selected for an interview or assessment are notified that accommodations are available, upon request.
- New-hire orientation and onboarding program includes Food Safety and Health and Safety components to ensure successful applicants are provided information about our facilities and any accommodations that are available to them
- Employees are educated on how to request accommodation when necessary.
- Managers are involved in return to work planning and assessing accommodations to ensure safe return to work in accordance with company policies.

6.3 Notice to Successful Applicants

Notify successful applicants of policies for accommodating employees with disabilities, when making job offers.

Key Actions:

- Regularly update and review accommodation procedures to reflect the IASR requirements
- Updated offer letters to reflect available accommodations (last updated in 2019).

6.4 Informing Employees of Supports

Inform employees of policies to support people with disabilities

Key Actions:

- Policy available in an accessible format upon request.
- Available on Company website, ADP, policy manual, bulletin boards.

6.5 Accessible Formats and Communication Supports for Employees

Provide of arrange for accessible formats and communication supports for information needed to perform job duties and information generally available to employees in the workplace, upon request.

Key Actions:

- The Company provide employees with accessible supports and resources as a part of individual accommodation plans.
- Plans are reviewed regularly and are now incorporated as a part of any return to work plans.

6.6 Workplace Emergency Response Information

Provide individual workplace emergency response information to employees who have a disability, as required.

Key Actions:

- Individual accommodation plans for employees needing assistance are available and in place for those that have requested them.
- Create response template for questionnaire

6.7 Documented Individual Accommodation Plans

Develop and implement a written process for documentation of individual accommodation plans for employees with disabilities.

Key Actions:

- Implemented a company wide accommodation policy and procedure
- The Company actively works with employees to ensue individual accommodation plans are in place for employees with disabilities.

6.8 Return to Work Process

Update current return to work procedure for employees who have been absent from work due to a disability related accommodation to return to work.

Key Actions:

- Regular reviews, updates and documents existing return to work processes

- The Company develops and provides training to managers and supervisors responsible for employees that require accommodation in their return to work.

6.9 Performance Management and Career Development and Advancement

Consider accessibility needs of employees with disabilities and individual accommodation plans during the performance management process and when providing career development and advancement.

Key Actions:

- Performance Management and Career Development plans are administered in accessible formats upon request, on in compliance with individual accommodation plans.

7.0 DESIGN OF PUBLIC SPACES STANDARD

Outlines how all companies will construct or redevelop spaces that are accessible to current and potential employees as well as public spaces.

Key Actions

- The Company will ensure compliance with the design of public and employee spaces if and when it renovates or designs public or employee spaces.