



Accessibility Plan for Ultrafit Manufacturing

This 2014-21 accessibility plan outlines the policies and actions that Ultrafit Manufacturing will put in place to improve opportunities for people with disabilities.

Statement of Commitment

Ultrafit Manufacturing 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 removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

Accessible Emergency Information

Ultrafit Manufacturing is committed to providing the customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

Training

Ultrafit Manufacturing will provide training to employees, volunteers and other staff members 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 suites the duties of employees, volunteers and other staff members.

Ultrafit Manufacturing will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws by January 1, 2015.

- Identify staff members who interact with the public/customers
- Provide training on disability awareness and the customer service standards
- Include information on Ontario's accessibility laws and the Human Rights Code in the UFM New Hire Orientation Package.
- Annual refresher training for respect in the workplace and human rights.

Kiosks

N/A – no self serving kiosks on location.

Information and Communication



Accessibility Plan and Policies for Ultrafit Manufacturing – Updated Dec 2014

Ultrafit Manufacturing 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.

Ultrafit Manufacturing will take the following steps to make all new websites and content to those sites conform with WCAG 2.0, Level A by January 1, 2014.

- Review current website specifications with IT professional

Ultrafit Manufacturing will take the following steps to make sure existing feedback processes are accessible to people with disabilities upon request by January 1st, 2015:

- Upload Ultrafit Manufacturing's AODA policy to the website (includes information on feedback process).

Ultrafit Manufacturing will take the following steps to make sure all publicly available information is made accessible upon request by January 1, 2016:

- Include "Accessibility formats of the contents of this webpage are available free upon request by contacting Ultrafit Manufacturing at 905-795-0344", on the webpage.

Ultrafit Manufacturing will take the following steps to make all websites and content conform with WCAG 2.0. Level A.A. by January 1st 2021:

- Provide text alternatives for any non-text content.
- Review standards with IT professional to ensure compliance.
- Make updates accordingly.

Employment

Ultrafit Manufacturing is committed to fair and accessible employment practices.

We will take the following steps to notify the public and staff that, when requested, Ultrafit Manufacturing will accommodate people with disabilities during the recruitment and assessment processes and when people are hired by January 1, 2015:

- Include the commitment to accommodation during the recruitment and assessment process on all internal and external job postings.
- Share this policy with external recruiters.

Ultrafit Manufacturing 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 disability:

- Amend current return to work policy to include absences due to disability, not just injury/illness.



Accessibility Plan and Policies for
Ultrafit Manufacturing – Updated Dec 2014

We will take the following steps to ensure the accessibility needs of employees with disabilities needs are taken into account if Ultrafit Manufacturing is using performance management, career development and redeployment processes by January 1st, 2015:

- We will provide each employee an opportunity to participate in the evaluation.
- We will ensure the accessibility needs of employees with disabilities needs are taken into account when Ultrafit Manufacturing is using performance management, career development or redeployment processes by discussing the plan with the employee and providing any accommodation necessary.
- Include this commitment in the policy for performance reviews/management/career development.

Design of Public Spaces

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

- Service-related elements like service counters and waiting areas.

Ultrafit Manufacturing will put the following procedures in place to prevent service disruptions to its accessible parts of its public places.

- In the event of a service disruption we will notify the public of the service disruption and alternatives available.

For more information

For more information on this accessibility plan, please contact Robyn Leduc at:

905-795-0344

robyn.leduc@ultrafit.net

Accessibility formats of this document are available free upon request from by calling 905-795-0344