

Policy Title:	«Title»		
Content Owner:	«Author»	Document #:	«Document.Code»
Content Owner Position:	«Author.Position»	Revision #:	«Document.CurrentRevision.RevisionNumber»

For questions regarding this document, contact the Content Owner

1.0 PURPOSE

This accessibility plan outlines the protocols and policies in place to improve opportunities for people with disabilities.

2.0 SCOPE

This policy applies to all Team Members of BGIS Global Integrated Solutions (BGIS) that are working in the province of Ontario.

3.0 ROLES & RESPONSIBILITIES

Role	Responsibilities
Team Leaders	Team leaders will consult with the Team Member(s) making the request to determine the suitability of an accessible format or communication support.

4.0 POLICY

Statement of Commitment

BGIS 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.

Accessible Emergency Information

BGIS 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

BGIS provides 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 via Skillport elearning platform but can be made available where required to best suits the duties of employees, volunteers and other staff members.

Information and communications

BGIS 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 where required. BGIS has made websites and content conform with WCAG 2.0, Level AA.

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Employment

BGIS is committed to fair and accessible employment practices. We will notify the public and staff that, when requested, will accommodate people with disabilities during the recruitment and assessment processes and when people are hired. We have in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability. BGIS will ensure the accessibility needs of employees with disabilities are taken into account if is using performance management, career development and redeployment processes.

Design of Public Spaces

BGIS 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

BGIS has put in place procedures 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.

BGIS Accomplishments and Progress to Date

Consistent with BGIS’ objective of treating all Team Members in a way that allows them to maintain their dignity and independence while creating an inclusive work environment to develop to their full potential; we have taken various steps to foster an accessible organization and workplace.

1. Diversity, Equity and Inclusion Committee
2. Accommodation offered to job applicants for interviews
3. AODA Customer Service Standard Requirement,
4. AODA Individual Emergency Evacuation Procedures.
5. Disability Management and Return to Work Programs
6. Accommodation Process
7. Team Member AODA Training
8. Partnership with key associations and Network groups

More Information

For more information on this or any other accessibility policy, or to receive a copy of any of the policies or

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other documents or records required by the AODA, please contact the Company’s Senior Vice President, Human Resources at 905-943-4100 or via email at ron.shory@bgis.com.

This Accessibility Policy will be made publicly available. Accessible formats of this document are available for free, upon request.

5.0 DEFINITIONS

Word/Acronym	Definition
AODA	Accessibility for Ontarians with Disabilities Act

6.0 REFERENCES

Document #	Document Title
N/A	

7.0 REVISION HISTORY

Revision #	Description of Change
1	Creation of document
2	Transferred policy to the most current template
3	Updated Definitions section
4	Updated Ron Shory title
5	Update Policy