



Integrated Accessibility Standard - Multi -Year Accessibility Plan 2012 – 2023

Moulure Alexandria Moulding has prepared this Multi-Year Accessibility Plan in accordance with the requirements of the Accessibility for Ontarians with Disabilities Act and Ontario Regulation 191/11 Integrated Accessibility Standard (“IASR”). The plan sets out our strategy for preventing and removing accessibility barriers and meeting the requirements of the IASR for the upcoming years.

Target date: January 2012

Requirement:

- Moulure Alexandria Moulding upon request will provide available emergency and safety information in an accessible format and appropriate communication supports.
- Moulure Alexandria Moulding will prepare for the specific needs that employees with disabilities may have in emergency situations.
- Establish a Customer Service Accessibility Standard, Ontario Regulation 429/07 to meet our obligations under the Accessibility for Ontarians with Disabilities Act, 2005 and make publicly available.
- Training will be provided to the required employees or required other third parties that act on behalf of the Company to meet the requirements of Accessibility Standards for Customer Service, Ontario Regulation 429/07 under the Accessibility for Ontarians with Disabilities Act, 2005

Action plan:

- Upon request we will provide available emergency and safety information in an accessible format and appropriate communication supports
- Establish a Customer Service Accessibility Standard
- Prepare for the specific needs that employees with disabilities may have in emergency situations (Add to Moulure Alexandria Moulding Emergency Response Plan and Procedure)
- Training provided to the required employees or required other third parties that act on behalf of the Company to meet the requirements of Accessibility Standards for Customer Service.

Status:

- Completed in 2012 (Training remains on going)

Target date: January 2014

Requirement:

- Establish an Integrated Accessibility Standard for Information and Communications and Employment, Ontario Regulation 191/11 to meet our obligations under the Integrated Accessibility Standards Regulation and make publicly available.
- Develop a multi-year accessibility plan, outlining our strategies to prevent and remove barriers to accessibility.

Action plan:



- The Integrated Accessibility Standard for Information and Communications will be developed on the requirements that apply only to our business and best fits our organizational culture and business practices. The standard will be documented in writing and available on our bulletin boards and website. A copy will be available to any person that requests one. As well, the copy will be provided in an accessible format if required (Large print, audio, web pages). The policy will be reviewed and updated regularly to reflect current practices of Moulure Alexandria Moulding.
- The Accessibility Plan will be a multi-phased process, expanding over a number of years. We will recognize and promote our successes, through monitoring progress on a regular basis. The accessibility plan will be updated at least once every five years and include the company's achievements in the updated plan. It will put into action our commitment to accessibility and our accessibility policies. The accessibility plan will be posted on our intranet and provided in an accessible format upon request.

Status:

- Completed in 2014
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Target date: January 2015

Requirement:

- Training will be provided and shall be appropriate to the duties of the required employees or required other third parties that act on behalf of the Company to meet the requirements of the accessibility standards referred to in the AODA Integrated Accessibility Standards (Ontario Regulation 191/11) and on the Human Rights Code as it pertains to persons with disabilities.

Action plan:

- Individuals will be trained as needed to perform the duties of their jobs. The training maybe delivered in different formats such as handouts or PowerPoint presentations at orientation sessions, or staff meetings, or as on-line training modules.

Status:

- No individuals or third parties required training in 2015
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Target date: January 2016

Requirement:

- Accessible formats and communication supports shall be provided as an alternative communications format upon request. The process will be available publicly.
- Establish an Accessible Employment Standard Customer Service Accessibility Standard, (Ontario Regulation 191/11 Integrated Accessibility Standards) to meet our obligations and make publicly available.
- Notify applicants who have been selected to participate in recruitment, assessment or selection process that, where needed, recruitment-related accommodations for disabilities are available on request. When making offers of employment, we will notify the successful applicants of our policies for accommodating employees with disabilities.



- Inform new and existing employees of their policies for supporting employees with disabilities, including providing employment-related accommodations for disabilities.
- Where an employee with a disability so requests it, management shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for information that is needed in order to perform the employee's job and information that is generally available to employees in the workplace.
- Employer to have in place a documented process for supporting employees who return to work after being away for reasons related to their disabilities.

Action plan:

- Establish an Accessible Employment Standard Customer Service Accessibility Standard
- When an individual requests an accessible format or communication support, Moulure Alexandria Moulding will consult with the person to determine their accessibility needs in order to provide them with the accessible formats and communication supports they require to do their jobs effectively and be informed of information that is generally available to all employees in the workplace. This will ensure the appropriate support is provided. If we determine we are unable to convert the information or communications into an accessible format, we will explain to the person why we are unable to do so and provide a summary of the content. Although we are not required to have all types of formats or supports on hand or in stock, we will provide formats and supports in a timely manner. The information pertaining to the availability of accessible formats and communication supports will be posted on our bulletin boards and our website.
- Moulure Alexandria Moulding will use the website and job postings to notify potential applicants about the availability of recruitment-related accommodations for disabilities. All job applicants who have been invited to participate in a recruitment, assessment or selection process will be advised by telephone, letter or e-mail that, where needed, accommodations for disabilities are available, on request, to support their participation in the process. Successful applicants receiving offers of employment will be advised of our policies for accommodating employees with disabilities.
- Existing employees will be informed of the policies for supporting employees with disabilities, including providing employment related accommodations for disabilities
- Implement a documented process for supporting employees who return to work after being away for reasons related to their disabilities
- Moulure Alexandria Moulding will develop written individual accommodation plans for employees with disabilities and outline the steps we will take to facilitate the return to work of the employee. If an individual's illness or injury is covered by the return to work provisions of the Workplace Safety and Insurance Act, then that Act's return to work process would apply.
- All employees shall be provided updated information whenever there are changes to our existing policies on the provision of job accommodations.
- During the Health and Safety orientation, all new employees are informed of our policies to support employees with disabilities including any required changes or accommodations necessary due to a disability.

Status:

Completed in 2016 and continue on going.

Target date: July 2016

Requirement:



- Update the customer Service Accessibility Standard to comply with the change requirements as at July 1, 2016

(Training – Section 80.49, Service Animals – Section 80.47, Support Persons – Section 80.47, Feedback – Section 80.50 and documenting policies, practices and Procedures – Section 80.46)

- Advise staff previously trained on the customer service Accessibility Standard of the changes to the standard
- Train all members of the organization on accessible customer service and how to interact with people with different disabilities
- Update training records

Action plan:

- Update the customer Service Accessibility Standard
- Advise staff previously trained on the customer service Accessibility Standard of the changes to the standard
- Train all members of the organization on accessible customer service and how to interact with people with different disabilities
- Update training records

Status: Completed in 2016

Target date: July 2021

Requirement:

- Moulure Alexandria Moulding will make their websites accessible to people with disabilities by conforming to international standards for website accessibility. (Website and webs content will conform to Web content Accessibility Guidelines 2.0 level AA)

Action plan:

- Moulure Alexandria Moulding will make their websites accessible to people with disabilities by conforming to international standards for website accessibility.

Status: Completed in 2021

Target date: July 2023

- The Moulure Alexandria Moulding Policies and Procedures were reviewed to ensure any required changes that were necessary to remain in compliance with the Accessibility for Ontarians with Disabilities Act, 2005 and Ontario Regulation 191/11 Integrated Accessibility Standards.
- File Accessibility reports as required

Status: Completed in 2023