



Accessibility Policies and Multi-Year Accessibility Plan

Accessibility Plan and Policies for Central Wire Industries Ltd. “Central Wire”

This accessibility plan outlines the policies and actions that Central Wire has put in place or will put in place to improve opportunities for people with disabilities.

Statement of Commitment

Central Wire 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.

Area	Compliance Date
Customer Service Standards	
Central Wire developed an accommodation policy related to providing goods and services to persons with disability etc. including use of service animals and support persons.	January 1, 2012
Central Wire trained all employees with regard to policies and procedures required under the customer service standard. All training was documented.	January 1, 2012
Central Wire established a process to receive and respond to feedback under the Customer Service Standard. This process is posted on the Central Wire website.	January 1, 2012
Accessible Emergency Information	
Central Wire provides employees with disabilities with individualized emergency response information when necessary.	January 1, 2012
Accessibility Plan	
Central Wire established, implemented and will maintain a documented multi-year accessibility plan.	January 1, 2014

Area	Compliance Date
Training	
<p>Central Wire 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. This includes training for employees who participate in developing Central Wire policies.</p> <p>Training is provided in a way that best suits the duties of employees and volunteers. Training is provided as soon as practicable after employees commence their duties and on an ongoing basis with respect to any changes to this policy, practices and procedures.</p> <p>Central Wire ensures employees are provided with the training needed to meet Ontario’s accessible laws.</p> <p>Central Wire maintains a record of the training it provides to employees.</p>	January 1, 2015
Information and Communications	
Central Wire is committed to meeting the communication needs of people with disabilities.	
Central Wire launched a new website in January, 2014. The website and content conform to WCAG 2.0, Level A .	January 1, 2014
<p>Central Wire will take the following steps to ensure existing feedback processes are accessible to people with disabilities upon request.</p> <ul style="list-style-type: none"> • Upon request, Central Wire will provide, or will arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person’s accessibility needs to disability • Central Wire will consult with the person making the request in determining the suitability of an accessible format or communication support. • Central Wire will notify the public, through their website, about the availability of accessible formats and communication supports. • Accessible formats and communication supports will be provided at no cost to the person with a disability making the request. 	January 1, 2015
Central Wire will ensure that any publicly available information is made	January 1, 2016

Area	Compliance Date
accessible upon request by January 1, 2016.	
Central Wire will ensure that all websites and content conform to WCAG 2.0, Level AA by January 1, 2021.	January 1, 2021
Employment	
Central Wire is committed to fair and accessible employment practices.	
<p data-bbox="186 537 365 569">Recruitment</p> <p data-bbox="186 611 1156 716">Central Wire will notify the public and employees that, when requested, we will accommodate people with disabilities during our recruitment processes and when hired.</p> <p data-bbox="186 758 1156 1010">Central Wire will notify all job applicants that are selected to participate in a selection process that we will provide reasonable accommodation, upon request, to a person with a disability in relation to any materials or process to be used in the selection process. Where an applicant with a disability requests an accommodation, we will consult with the applicant and provide or arrange for the provision of a suitable and reasonable accommodation that takes into account the applicant’s accessibility needs.</p> <p data-bbox="186 1052 1101 1115">Successful job applicants will be notified of Central Wire’s policies for accommodating employees with disabilities.</p>	January 1, 2016
<p data-bbox="186 1142 771 1173">Disability Related Supports for Employees</p> <p data-bbox="186 1215 1133 1394">Central Wire will notify employees of existing policies in respect of employees with disabilities including, but not limited, any policies regarding job accommodations that take into account an employee’s accessibility needs due to disability. Central Wire will provide updated information to employees with respect to any changes to existing policies.</p> <p data-bbox="186 1436 1133 1541">All new employees will be notified of existing policies in respect of employees with disabilities and job accommodations for disability related needs as soon as practicable after beginning employment.</p>	January 1, 2016
<p data-bbox="186 1562 1076 1593">Accessible Formats and Communication Supports for Employees</p> <p data-bbox="186 1635 979 1740">If an employee with a disability requests it, Central Wire will provide or arrange for the provision of accessible formats and communication supports for the following:</p> <ul data-bbox="235 1782 1068 1892" style="list-style-type: none"> <li data-bbox="235 1782 966 1814">• Information needed in order to perform their job; and <li data-bbox="235 1856 1068 1892">• Information that is generally available to all employees in the 	January 1, 2016

Area	Compliance Date
<p>workplace.</p> <p>Central Wire will consult with the employee making the request to determine the best way to provide the accessible format or communication support.</p>	
<p>Individual Accommodation Plans</p> <p>Central Wire will develop and maintain a written process for the development of documented individual accommodation plans for employees with disabilities. If requested, information regarding accessible formats and communication supports provided will also be included in individual accommodation plans. The plans will include individualized workplace emergency response information (where required).</p>	January 1, 2016
<p>Return to Work Process</p> <p>Central Wire will develop and maintain a documented return to work process for employees that have been absent due to a disability and who require disability-related accommodations in order to return to work.</p> <p>The return to work process will outline the steps that Central Wire will take to facilitate the return to work and will include documented individual accommodation plans.</p> <p>The return to work process will not replace or override any other return to work process created by or under any other statute.</p>	January 1, 2016
<p>Performance Management, Career Development and Advancement & Redeployment</p> <p>Central Wire will ensure the accessibility needs of employees with disabilities are taken into account when conducting performance management, providing career development and advancement to employees or when redeploying employees.</p>	January 1, 2016
<p>For more information</p>	

Area	Compliance Date
<p>For more information on this accessibility plan, please contact Central Wire's Human Resources Coordinator at:</p> <ul style="list-style-type: none">• Telephone: 613-326-3006• Email: dmonkhouse@centralwire.com• Mail: HR Coordinator, Central Wire Industries Ltd., 1 North Street, Perth, Ontario, K7H 2S2 <p>Accessible formats of this document are available free upon request.</p>	