

Accessibility Policies and Multi-Year Plan

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

Statement of Commitment

Harmon 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

Harmon 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

Harmon will provide training to employees 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 suits the duties of employees and other staff members; during orientation training or soon as practical, provide web link for training videos and training materials.

Information and communications

Harmon 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 and make the new website and content on these sites conform with WCAG 2.0, Level A and level AA by January 1, 2021.

Harmon will ensure existing feedback processes are accessible to people with disabilities upon request and make sure all publicly available information is made accessible upon request by January 1, 2016.

Employment

Harmon is committed to fair and accessible employment practices. We will take reasonable steps to notify the public and staff that, when requested, will accommodate people with disabilities during the recruitment and when people are hired, as long as the person; shows competency, capability to perform the essential duties of the job and does not compromise his/her health and safety.



Accessibility Policies and Multi-Year Plan

Harmon will 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 a disability and will take reasonable steps to remove other accessibility barriers identified, as long as this does not present a health or safety risk or violate any of our Health and Safety policies & procedures.

Design of Public Spaces

Harmon will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces on Sota property.

In the event of a service disruption, we will give notice of temporary disruptions to services or facilities used by persons with disabilities including the reason for the disruption, the anticipated duration of the disruption and any alternative facilities or services that may be available.

For More Information

For more information on this accessibility plan,

Hitendra Rathod

Phone: (416) 745-4222 ext. 216

Email: h.rathod@alumicor.com

Accessibility Policies and Multi-Year Plan

IASR Requirement	Target Date	Strategy	Status
Make Emergency and Public safety information accessible upon request	January 2016	Establish policy to provide information in an accessible format on request and communicate to all staff	Complete
Provide individualized emergency workplace information to employees with disabilities when necessary	January 2016	Roll out as required	Complete
Create accessibility policies and make them publicly available	January 2016	Post Policy	Complete
Make Accessibility Plan publicly available	January 2017	Post plan	Complete
Consider accessibility when designing, procuring, or acquiring self-service kiosks	January 2015	If need arises for future kiosks	Complete
Train individuals providing goods, service and facilities on behalf of the organization on the IASR and the Human Rights Code as it relates to persons with disabilities	February 2016	Employees will receive a certificate of training when complete so training can be tracked	Complete and ongoing with new employees
Make existing feedback processes accessible, upon request	January 2016	Feedback processes will be adapted as required to an accessible format	Complete
Make public information accessible, upon request	January 2016	Various communication modes will be utilized as required	Complete
Notify public, employees and potential candidates with disabilities that accommodations can be made in recruitment and assessment processes	January 2017	Create new hiring, posting and assessment documents	Complete

Accessibility Policies and Multi-Year Plan

Take into account the accessibility needs of your employees with disabilities if: <ul style="list-style-type: none"> - Using performance management tools - Offering career development or advancement opportunity - Providing training 	January 2017	Modify performance management tools, learning and development practices and advancement opportunity processes as required	Complete
Put in place a written process to develop individual accommodation plans for employees with a disability	January 2017	Develop IAP policy and procedure	Complete
Put in place a return to work process for employees that have been absent due to a disability	January 2017	Develop an enhanced RTW procedure	Complete
File an Accessibility Compliance Report	December 2017	Filed	Complete
Incorporate accessibility requirements under the Accessibility Standard for the Design of Public Spaces	January 2018	Develop a plan for any future change to company public spaces and incorporate accessibility into the development contracts	Complete
Make all websites and Content conform with WCAG 2.0, Level AA	January 2021	Develop a plan for gradually updating website and content	

* Harmon will maintain its Multi Year Accessibility Plan. This Plan will be reviewed and updated at least once every 5 years.