

**ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005
INTEGRATED ACCESSIBILITY STANDARDS – Eberspaecher Vecture Inc.**

Part I – GENERAL REQUIREMENTS

Section	Initiative	Description	Action	Status	Compliance Date
3	Establishment of Accessibility Policies	3.(1) Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards referred to in this Regulation.	Policy in place	Completed	January 1, 2014
4	Accessibility Plans	4.(1) Large organizations shall, <ul style="list-style-type: none"> a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation; b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and c) review and update the accessibility plan at least once every five years. 	Established & posted	Completed	January 1, 2023
7	Training	7.(1) Every obligated organization shall ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities to, <ul style="list-style-type: none"> (a) all employees, and volunteers; 	CFIB AODA training provided to all employees on an annual basis	Completed	January 1, 2023

		(b) all persons who participate in developing the organization's policies; and (c) all other persons who provide goods, services or facilities on behalf of the organization.			
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PART II – Information and Communications Standards

Section	Initiative	Description	Action	Status	Compliance Date
11	Feedback	11.(1) Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for accessible formats and communications supports, upon request.	Eberspaecher has identified the current feedback processes <ul style="list-style-type: none"> • customer • employees <ul style="list-style-type: none"> ○ suggestion box ○ Open door policy <p>Accessible formats and/or communications supports will be available upon request.</p>	Complete & ongoing	January 1, 2023
12	Accessible Formats & Communication Supports	12.(1) Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, a) in a timely manner that takes into account the person's accessibility needs due to disability; and b) at a cost that is no more than the regular cost charged to other persons.	Eberspaecher will provide communication in a format that takes into account the person's disability: <ul style="list-style-type: none"> • In writing – hard or soft copy • Oral • Or other means as discussed with person with disability <p>In policy – persons with disabilities will not have to wait longer for communication or be charged more than would be normally charged.</p>	Complete & ongoing	January 1, 2023
12		12.(2) The obligated organization shall consult with the person making the request	Part of above process	Complete & ongoing	January 1, 2023

		in determining the suitability of an accessible format or communication support.			
12		12.(3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	“Eberspaecher is an accessible employer” Posted Website.	Complete	January 1, 2023
14	Accessible Websites & Web Content	14.(2) Designated public sector organizations and large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG)2.0, initially at Level A and increasing to Level AA, and shall do so in accordance with the schedule set out in this section.	New web content posted on our website will be in an accessible format. Is our updated website considered a significant “refresh”? If so, the January 1, 2014 date applies. Will request clarification from accesson.ca – link below: http://www.ontariocanada.com/ontcan/1medt/en/about_contact_en.jsp	Ongoing	January 1, 2021 All internet websites and web content must conform with WCAG 2.0 Level AA, other than, <ul style="list-style-type: none"> • success criteria 1.2.4 Captions (Live) • success criteria 1.2.5 Audio Descriptions (Pre-recorded).

PART III – Employment Standard

Section	Initiative	Description	Action	Status	Compliance Date
22	Recruitment – General	22. Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	“Eberspaecher is committed to providing accommodations for persons with disabilities. If you require an accommodation, we will work with you to meet your needs.”	Complete & ongoing	January 1, 2016

			OR "Accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance." OR "Eberspaecher is an accessible employer."		
23	Recruitment, Assessment or Selection Process	23.(1) During a recruitment process, an employer shall notify job applicants, when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used. (2) If a selected applicant requests an accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.	Interviewing Checklist created to assist managers in recruitment – has been provided to Managers/Supervisors (May/14) Interview Guidelines for Managers created and provided to Managers/Supervisors (May/14)	Complete Complete	January 1, 2016
24	Notice to Successful Applicants	24. Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	Statement has become part of the standard offer letter	Complete	January 1, 2016
25	Informing Employees of Supports	25.(1) Every employer shall inform its employees of its policies used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	Will do this through training (part of group AODA-IAS training and onboarding process) Resource: accesson.ca	Complete & ongoing	January 1, 2016
25		25.(2) Employers shall provide the information required under this section to	Built into the onboarding process	Complete & ongoing	January 1, 2016

		new employees as soon as practicable after they begin their employment.			
25		25.(3)Employers shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	As soon as practicable after policy changes	Ongoing	January 1, 2016
26	Accessible Formats & Communication Supports for Employees	26.1 In addition to its obligations under section 12, where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for, (a) information that is needed in order to perform the employee's job; and (b) information that is generally available to employees in the workplace.	Eberspaecher will provide communication in a format that takes into account the person's disability: <ul style="list-style-type: none"> • In writing – hard or soft copy • Oral • Or other means as discussed with person with disability The format chosen will depend on needs of employee and capacity of employer.	Complete & ongoing	January 1, 2016
26		26.2. The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	Part of process	Complete & ongoing	January 1, 2016
27	Workplace Emergency Response Information	27.(1) Every employer shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability.	All employee training session and onboarding process Ongoing for new hires Build completion of form into onboarding process when employee identifies that they have a disability.	Complete & ongoing	January 1, 2012

			Identification of Potential Barrier During an Emergency Individualized Employee Emergency Response Information Form		
27		(2) If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.	Part of process in 27(1)	Complete & ongoing	January 1, 2012
27		(3) Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability.	Part of above	Complete & ongoing	January 1, 2012
27		(4) Every employer shall review the individualized workplace emergency response information, (a) when the employee moves to a different location in the organization; (b) when the employee's overall accommodations needs or plans are reviewed; and (c) when the employer reviews its general emergency response policies.	Part of above	Complete & ongoing	January 1, 2012
28	Documented Individual Accommodation Plans	28.(1) Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.	Process has been created	Complete	January 1, 2016

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28		<p>28 (2) The process for the development of documented individual accommodation plans shall include the following elements:</p> <ol style="list-style-type: none"> 1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan. 2. The means by which the employee is assessed on an individual basis 3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to determine if and how accommodation can be achieved. 4. The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan. 5. The steps taken to protect the privacy of the employee's personal. 6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done. 7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee. 	<p>Included in the process</p> <p>Included in the process</p> <p>Included in the process and have developed a form to collect data in a consistent and unbiased way. Included in the process</p> <p>Included in the process</p> <p>Included in the process</p> <p>Included in the process</p> <p>Included in the process</p>	Complete	January 1, 2016
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		8. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.	Have developed a Standardized Individual Accommodation Plan form		
29	Return to Work Process	29.(1) Every employer, other than an employer that is a small organization, (a) shall develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work; and (b) shall document the process.	RTW Process has be assessed and modified to meet any differing steps in this requirement.	Complete	January 1, 2016
29		29. (2) The return to work process shall, (a) outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and (b) use individual documented accommodation plans, as described in section 28, as part of the process.	Included in the process	Complete	January 1, 2016
29		29. (3) The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.	Included in the process	Complete	January 1, 2016
30	Performance Management	30.(1) An employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well	Current process has be reviewed and modified accordingly.	Complete & ongoing	January 1, 2016

		as individual accommodation plans, when using its performance management process in respect of employees with disabilities.			
31	Career Development & Advancement	31.(1) An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.	Included in the process	Complete & ongoing	January 1, 2016
32	Redeployment	32.(1) An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.	Included in the process	Complete & ongoing	January 1, 2016

PART IV.1 – Public Spaces

Section	Initiative	Description	Action	Status	Compliance Date
80	Maintenance of accessible elements	80.44 in addition to the accessibility plan requirements set out in section 4, obligated organizations, other than small organizations, shall ensure that their multi-year accessibility plans include the following. 1. Procedures for preventative and emergency maintenance of the accessible elements in public spaces as required under this part. 2. Procedures for dealing with temporary disruptions when accessible elements required under this Part are not in working order. O.Reg. 413/12, s.6	Procedures for prevention and maintenance for Eberspaecher's automatic (push panels) door opener at front reception doors. Procedures for temporary disruptions when accessible elements not in working order	Complete & ongoing	July 1, 2016