

Accessibility Plan and Policies for Hammond Manufacturing Inc.

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

Statement of Commitment

Hammond 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

Hammond 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

Hammond will provide 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 that best suits the duties of employees, volunteers and other staff members.

Hammond will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws by January 1, 2015.

- Provide specialized training to front line supervisors and managers on Ontario's accessibility laws by 12/31/2014
- Provide appropriate generalized training to all other salaried and hourly employees prior to 12/31/2014

Information and communications

Hammond 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.

Hammond will take the following steps to make all new websites and content on those sites conform with WCAG 2.0, Level A by January 1, 2014.

- Partner with I.T. to confirm that www.Hammfg.com is compliant with WCAG 2.0, Level A is compliant to meet the requirement that all Canadian-managed websites are compliant.

Hammond will take the following steps to make ensure existing feedback processes are accessible to people with disabilities upon request by January 1, 2015.

- Promote the ability to use accessibility@hammfg.com, phone and physical mail contact to contact Hammond Manufacturing and provide feedback.

Hammond will take the following steps to make sure all publicly available information is made accessible upon request by January 1, 2016.

- At the reception entrance of our facilities
- On our website (CTRL + enlarge)
- On request from the Human Resources Department

Hammond will take the following steps to make all websites and content conform with WCAG 2.0, Level AA by January 1, 2021.

- Partner with IT to fully convert existing content to a content management system (CMS) prior to January 1, 2021 to permit WCAG 2.0, Level AA. As of 2014, most but not all of the content has not been converted.

Employment

Hammond is committed to fair and accessible employment practices.

We will take the following steps to notify the public and staff that, when requested, **Hammond** will accommodate people with disabilities during the recruitment and assessment processes and when people are hired.

- Modify all external job postings to clearly indicate that accommodation will be provided to applicants with disabilities in its recruitment processes prior to January 1, 2016.
- Notify all job applicants who are required to take an assessment that accommodations are available upon request in relation to the materials or processes to be used prior to January 1, 2016.
- Modify offers of employment, when notifying the successful applicant, of the company's policies for accommodating employees with disabilities prior to January 1, 2016.
- Where an employee with a disability so requests it, consult with the employee to provide or arrange to provide appropriate communications support prior to January 1, 2016.
- 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 by January 1, 2012.

Hammond will take the following steps to 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.

- The company will develop and have a written process for the development of documented individual accommodation plans for employees with disabilities prior to January 1, 2016.
- The company will develop and have a written process for the development of return to work plans for individuals whom have been absent from work due to a disability and require disability-related accommodations in order to return to work prior to January 1, 2016.

Design of Public Spaces

Hammond 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

Hammond will put the following procedures in place to prevent service disruptions to its accessible parts of its public spaces.

- The company will post announcements to the organization that may negatively affect these areas and the estimated time duration that the area will be unavailable.
- The company will request that individuals who require special accommodation contact the company for assistance.
- The company will endeavour, where practical, to proactively speak with individuals who may be adversely affected with building or making major modifications to public spaces whom may require special accommodation.

In the event of a service disruption, we will notify the public of the service disruption and alternatives available.