

## General Requirements

Component	Responsibility	Requirement	Action(s)	Status		
				In Progress	Ongoing	Completed
1 Establishment of Accessibility Policy	Human Resources/ Health & Safety	Create an accessibility policy that sets out what the organization will do to become more accessible.	Create and communicate AODA Policy (HR-POL-013)			X
			Create accommodation request form for clients, job applicants, suppliers, and visitors (HR-FRM-015)			X
			Create a Statement of Commitment (HR-DOC-001)			X
2 Accessibility Plan	Human Resources/ Health & Safety	Large organizations shall establish, implement, maintain, and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirement under this Regulation	Create and communicate multi-year plan (HR-DOC-002)			X
			Post the multi-year accessibility plan to the company website			X
3 Self-Service Kiosks	Management	Large organizations shall have regard to the accessibility for persons with disabilities when designing, procuring or acquiring self service kiosks.	McCloskey is not aware at this time of any kiosks being utilized. Should this change in the future, McCloskey will ensure it meets this requirement.			NA
4 Training	Health & Safety	Every obligated organization shall ensure training is provided on the requirements of the accessibility standards referred to in the Regulation and on the Human Rights Code as it pertains to person with disabilities	Training will be on the requirements of the Integrated Accessibility Standard and will be appropriate to the duties of the individual being trained. Employees will also be trained on the Ontario Human Rights Code as it pertains to persons with disabilities using the Ontario Human Rights Commission's videos, Working Together: The Code and AODA.			X

## Information & Communications Standards

Component	Responsibility	Requirement	Action(s)	Status		
				In Progress	Ongoing	Completed
1 Feedback from Customers	Human Resources/ Health & Safety	Receiving and providing feedback in an accessible format	Create a customer feedback form (HR FRM-014)			X
2 Accessible Formats and Communication Supports		Information about goods and services or facilities	McCloskey shall, upon request, provide or arrange for the provision of accessible formats for persons with disabilities. The availability of accessible formats will be communicated through a posting at all public entrances and on our website at <a href="http://www.mccloskeyinternational.com">www.mccloskeyinternational.com</a> .			X
		Communication Supports	Communication supports will be provided in a timely manner which takes into account a person's needs. The cost to provide this service shall not be incurred by the customer. The customer will be consulted with to determine the suitability of a communication support.			X
3 Accessible Websites and Web Content		Designated large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG)2.0				X

## Employment Standards

Component	Responsibility	Requirement	Action(s)	Status		
				In Progress	Ongoing	Completed
1 Recruitment, Assessment and Selection	Human Resources	Notify employee and public about availability of accommodation(s) for applicants in the recruitment processes	When posting open positions, information about the availability of accommodations will be added to the job postings. In addition, information about the availability of accommodations will be added the "Careers" page of our website. If utilizing placement agencies, McCloskey will ensure the agency is meeting this requirement. A one-liner must be added to all internal and external job postings: "McCloskey International is proud to provide employment accommodation during the recruitment process. Should you require any accommodations, please notify us if you are contacted for a job interview."			X
	Human Resources	Notify applicants who have been invited to participate in a recruitment, assessment or selection process that accommodations are available	McCloskey will notify applicants when they are contacted for an interview about the availability of accommodations during the recruitment process.			X
	Human Resources	Offers of Employment - notify successful applicant of policies for accommodating employees with disabilities	All new hires receive a written offer of employment with information about our policies for accommodating employees with disabilities.			X
	Human Resources	Informing Employees of Supports - all employees must be informed of policies used to support employees with disabilities (existing employees, new hires and when there is a change to the policy)	McCloskey will inform all employees and new hires of our policies for supporting employees with disabilities.			X

### Employment Standards

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2 <b>Accessible formats and communication supports for employees</b>	Human Resources	Must provide in an accessible format information needed to perform the job and information which is generally available to employees in the workplace	McCloskey will, upon request, consult with an employee with a disability to determine which accessible formats or communication supports they require to perform the duties of their job.			X
3 <b>Workplace emergency response information</b>	Health & Safety	Provide individualized workplace emergency response information; prepare for the specific needs employees with disabilities may have in emergency situations	McCloskey will create an individualized workplace emergency response plan for employees who have a disability and require accommodation(s) /support(s) to evacuate their workplace in an emergency. (HSE-FRM-004 Medical / Accommodation Information Form; and HR-FRM-015 Reasonable Accommodation Request Form)			X
4 <b>Documented Individual Accomodation Plans</b>		Develop and document individual accommodation plans for employees with disabilities; employee involvement, outside medical or expert evaluation; review frequency	McCloskey will create an individualized accommodation plan for any employee for which they have been made aware has a disability. The employee will be included in the development of the plan. This plan will be reviewed when there is a change in the employee's disability or job.			X

### Employment Standards

Component	Responsibility	Requirement	Action(s)	Status		
				In Progress	Ongoing	Completed
5 Return to Work Process		Develop and have in place a RTW process for employees who have been absent from work due to a disability and require disability related accommodations to return to work	McCloskey has developed and has 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 (HR-POL-017 Return to Work Policy). The return to work process will be documented. If an individual's 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.			X
6 Performance Management		Employers must take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, during the performance management process in respect to employees with disabilities	McCloskey will consider the accessibility needs of employees with disabilities in the area of performance management.			X
7 Career Development and Advancement		An employer who provides career development and advancement to its employees shall taking 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	McCloskey will take into account what accommodations employees with disabilities may need to succeed elsewhere in the business or to take on new responsibilities within their current position.			X
8 Redeployment		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	In the event of a redeployment process, McCloskey will consider the accessibility needs of employees with disabilities when moving them to other positions within the organization.			X

### **Applicable Documents**

HR-POL-013 AODA Policy

HR-FRM-015 Reasonable Accommodation Request Form (AODA)

HR-DOC-001 Statement of Commitment to Accessibility (AODA)

HR-DOC-002 Multi-Year Accessibility Plan (AODA)

Ontario Human Rights Code

HR-FRM-014 Customer Feedback Form (AODA)

HR-POL-017 Return to Work Policy

Accessibility for Ontarians with Disabilities Act, 2005

HR-POL 001 Workplace Violence, Harrassment & Discrimination Policy

Workplace Safety and Insurance Act

HSE-FRM-004 Medical / Accommodation Information Form

*Should you require this document in an accessible format, please contact Human Resources.*