
ACCESSIBILITY PLAN AND POLICIES

This accessibility plan outlines the policies and actions that Signature Aluminum Canada will put in place to improve opportunities for people with disabilities.

Statement of Commitment

Signature Aluminum Canada 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 (AODA).

By January 1, 2012

Accessible Customer Service

Signature Aluminum Canada is committed to providing accessible customer service by providing training to management and employees on Accessible Customer Service, as it relates to people with disabilities. This training is mandatory and tracked, and all employees and managers are provided with a detailed Accessibility Policy. The training is part of our orientation process for all new hires, moving forward.

Signature Aluminum Canada welcomes all support persons and service animals. Signature Aluminum Canada also provides a feedback box where employees, management and clients can make further suggestions on making the workplace/building accessible.

Accessible Emergency and Public Safety Information

Signature Aluminum Canada 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.

Employees, managers and customers/clients are provided with an emergency evacuation route upon entering the building, in the form of a brochure. The emergency plan can be made available in additional formats, upon request.

Information and Communications

Signature Aluminum Canada 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.

Signature Aluminum Canada will take the appropriate steps to make all websites and content conform to WCAG2.0, Level A.

By January 1, 2014

Accessibility Policies and Multi-Year Plan

Signature Aluminum Canada is committed to reaching all accessibility goals, including the continued training on accessibility and changes to the policies and training as it applies. The Signature Aluminum Canada AODA multi-year plan is available through our website and is available in other formats, upon request.

By January 1, 2015

Ontario's Accessibility Laws

Signature Aluminum Canada is committed to fully informing employees and managers by providing training to management and employees on Ontario's Accessibility Laws, as it relates to people with disabilities. This training is mandatory and tracked, and all employees and managers are provided with a detailed Accessibility Policy. The training is part of our orientation process for all new hires, moving forward.

By January 1, 2016

Public Information

Signature Aluminum Canada 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 ensure all public information is provided in an accessible format.

Employment Practices

Signature Aluminum Canada is committed to fair and accessible employment practices. We will take the following steps to notify the public and staff that, when requested, Signature Aluminum Canada will accommodate people with disabilities during the recruitment and assessment processes and when people are hired.

- Our career page has been updated to read “Accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance”.
- Our interview confirmation template includes “If you require accommodation during the interview process, please notify us in advance and every effort will be made to accommodate you.”
- When extending offers of employment, Signature Aluminum Canada will include a section on accessibility that will read “Signature Aluminum Canada has an accommodation process in place that provides accommodations for employees with disabilities. If you require a specific accommodation because of a disability or a medical need, please contact Anique Marie, Human Resources Generalist at 905.427.2214 or by e-mail at amarie@signaturealum.com. This ensures that the appropriate accommodations are in place before you begin your employment”.

Signature Aluminum Canada is also committed to ensuring there are processes in place for employees requiring individual accommodations or a return-to-work plan.

We will take the following steps to ensure the accessibility needs of employees with disabilities are taken into account in our performance review process. We will update our performance review policy to ensure individual accommodation plans or accessibility needs are reviewed when managing employee performance. We will ensure that we differentiate between disability related and performance related issues during the performance assessment process.

By January 1, 2017

Accessible Public Spaces

Signature Aluminum Canada is committed to meeting the physical needs of those with a disability. All parking lots will have reserved spaces for accessible vehicles. Signature Aluminum Canada will also ensure that all reasonable measures are taken to make our building fully accessible.

By January 1, 2021

Web Content

Signature Aluminum Canada will take the following steps to make all websites and content conform to WCAG2.0, Level AA. We will incorporate WCAG2.0, Level AA standards as part of all current and new websites and content.

General

Signature Aluminum Canada will take the following steps to prevent and remove other accessibility barriers identified:

- We will review our accessibility policies and continue to follow up with accommodated employees to evaluate and monitor the success and relevance of the accommodation.

For More Information

For more information on this accessibility plan, please contact Anique Marie at:

Phone: 905.427.2214

Or

amarie@signaturealum.com