



VanMar Constructors ON Inc. Multi – Year Accessibility Plan (AODA)

VanMar Constructors ON Inc. strives to meet the needs of its employees and customers with disabilities and is working hard to remove and prevent barriers to accessibility.

VanMar Constructors ON Inc. is committed to fulfilling our requirements under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). This accessibility plan outlines the steps we are taking to meet those requirements and to improve opportunities for people with disabilities thereby showing our role in making Ontario an accessible province for all Ontarians. This Multi-Year Accessibility Plan has been prepared in accordance with the requirements of the Accessibility for Ontarians with Disabilities Act and Ontario Regulation 191/11 Integrated Accessibility Standard (“IASR”).

VanMar Constructors ON Inc. is committed to reviewing and updating the MYAP at least once every five years.

Questions or concerns regarding VanMar Constructors ON Inc.’s Accessibility Policy and Multi-Year Accessibility Plan are to be directed to the Human Resources Manager or submitted via the company’s AODA feedback process.

VanMar Constructors ON Inc. Multi – Year Accessibility Plan (AODA)

Accessibility Requirements	Action Plan	Responsibility	Year	Status
Customer Service				
Accessible Customer Service Policy, practices, procedures <ul style="list-style-type: none"> Establish policies, practices, and procedures on providing goods or services to persons with disabilities addressing all requirements under the regulation. Create document describing policies, procedures, and practices; provide in alternative format upon request. 	<ul style="list-style-type: none"> Developed and implemented an Accessible Customer Service Policy specific to the organization. Communicate compliance requirements at all levels. Update in Employee Handbook. 	Human Resources	2017	Completed
Must communicate with a person with a disability in a manner that takes into account his/her disability	<ul style="list-style-type: none"> Respond to employees, customers, visitors, and other stakeholders as required. 	Human Resources / Health & Safety	2017	Ongoing
Use of service animals or support persons <ul style="list-style-type: none"> Establish policies, practices, and procedures around a person with a disability being accompanied by a service animal or support person. 	<ul style="list-style-type: none"> Communicate compliance requirements at corporate level. Included in Employee Handbook. 	Human Resources	2017	Completed
Training for staff <ul style="list-style-type: none"> Provide training to staff and volunteers. Provide training to anyone participates in developing our policies, practices, and procedures. Provide training to anyone who provides goods or services to customers on our behalf. Provide training on any changes to policies, practices, and procedures. 	<ul style="list-style-type: none"> All new staff are required to participate in training via onboarding orientation. Compile list of customer facing employees throughout organization. Create document describing training topics. Keep current records of training. 	Human Resources / Health & Safety	2017	Completed / Ongoing

Accessibility Requirements	Action Plan	Responsibility	Year	Status
Customer Service				
Feedback <ul style="list-style-type: none"> Develop and make public a process for receiving and responding to feedback. 	<ul style="list-style-type: none"> Developed and made public a process for receiving and responding to feedback. Feedback process includes multiple methods including email/in-writing, telephone, and in-person. 	Human Resources	2017	Completed
Format of documents <ul style="list-style-type: none"> Alternate formats of documents covered under this regulation must take into account person's disability. 	<ul style="list-style-type: none"> Respond to employees, customers, visitors, and other stakeholders as required. 	Human Resources	2017	Completed
Integrated Accessibility Standard – General Requirements – Part I				
Accessibility Policies <ul style="list-style-type: none"> Develop, implement, and maintain company-specific accessibility policies governing how organization achieves accessibility through meeting its requirements. Create and make public a statement of organizational commitment to meeting accessibility needs. 	<ul style="list-style-type: none"> Draft and include in Employee Handbook. Create written commitment statement and post on company's website. 	Human Resources	2017	Completed / Ongoing
Multi-Year Accessibility Plan <ul style="list-style-type: none"> Establish, implement, maintain, and document a multi-year accessibility plan. Make accessibility plan public. Review and update every 5 years. 	<ul style="list-style-type: none"> Create a multi-year accessibility plan. Post it to the website. Diarize and complete review ever 5 years. Amend as necessary and repost on website. Provide in accessible format upon request. 	Human Resources	2020-2021	Completed / Ongoing

Accessibility Requirements	Action Plan	Responsibility	Year	Status
Integrated Accessibility Standard – General Requirements – Part I				
Training <ul style="list-style-type: none"> Provide training to all employees, volunteers, persons who participate in developing the organization’s policies, persons who provide goods, services, or facilities on behalf of organization, on all applicable IASR requirements and the Human Rights Code as they pertain to persons with disabilities. 	<ul style="list-style-type: none"> Provide training to all employees (etc.), including new employees via orientation. Record and maintain training completion. 	Human Resources	2017	Completed
Integrated Accessibility Standard – Information & Communication Standard – Part II				
Accessible Website and Web Content <ul style="list-style-type: none"> All web content must conform to WCAG 2.0 Level AA, subject to exceptions. 	<ul style="list-style-type: none"> Assess compliance status with IT. Re-write content, etc. that is not subject to exception to comply with WCAG 2.0 Level AA. Ensure all new content conforms to WCAG 2.0 Level AA subject to exceptions. 	Human Resources / IT	2021 - 2021	Completed / Ongoing
Feedback <ul style="list-style-type: none"> Ensure that processes for receiving and responding to feedback are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communication supports, upon request. 	<ul style="list-style-type: none"> Respond to employees, customers, visitors, and other stakeholders as required. Provide or arrange for giving and receiving feedback upon receiving a request. Feedback process includes multiple methods including email/in-writing, telephone, and in-person. 	Human Resources	2017	Completed / Ongoing
Accessible formats and communication reports <ul style="list-style-type: none"> Upon request, provide or arrange for accessible formats and communication supports for persons with disabilities. Consult with the person making the request in determining the suitability of an accessible format or communication support. Notify the public about the availability of accessible formats and communication supports. 	<ul style="list-style-type: none"> Respond to employees, customers, visitors, and other stakeholders as required. Provide or arrange for accessible formats for giving and receiving feedback upon receiving a request. Train employees on processes to ensure they are aware that requests that cannot be met immediately are to be forwarded to HR who can then arrange for a suitable and alternate format or communication support. 	Human Resources	2017	Completed / Ongoing

Accessibility Requirements	Action Plan	Responsibility	Year	Status
Integrated Accessibility Standard – Employment Standards – Part III				
Recruitment, general <ul style="list-style-type: none"> Notify employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process. 	<ul style="list-style-type: none"> Review and revise any applicable HR policies to meet compliance. Accessibility statement/notification included in all job postings. 	Human Resources	2017	Completed / Ongoing
Recruitment, assessment or selection process <ul style="list-style-type: none"> During recruitment process, 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. 	<ul style="list-style-type: none"> Review and revise any applicable HR policies to meet compliance. Accessibility statement/notification included in all job postings. Consult with the applicant as required and ensure that applicants are properly accommodated as required. Contemplate timing in assessment or selection process to receive, review, and implement accommodation request. 	Human Resources	2017	Completed / Ongoing
Recruitment, assessment or selection process (continued) <ul style="list-style-type: none"> If a selected applicant requests an accommodation, 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. 	<ul style="list-style-type: none"> Review and revise any applicable HR policies to meet compliance. Accessibility statement/notification included in all job postings. Consult with the applicant as required and ensure that applicants are properly accommodated as required. Contemplate timing in assessment or selection process to receive, review, and implement accommodation request. 	Human Resources	2017	Completed / Ongoing
Notice to successful applicants <ul style="list-style-type: none"> Notify successful applicants of its policies for accommodating employees with disabilities. 	<ul style="list-style-type: none"> All new hires are provided with a copy of the internal accommodation policy in the employee handbook during orientation. 	Human Resources	2017	Completed / Ongoing

Accessibility Requirements	Action Plan	Responsibility	Year	Status
Integrated Accessibility Standard – Employment Standards – Part III				
<p>Informing employees of supports</p> <ul style="list-style-type: none"> • Inform employees of 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. • Provide information to new employees as soon as practicable after they begin their employment. • Provide updated information to 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. 	<ul style="list-style-type: none"> • Revise and re-issue Employee Handbook as necessary. • Revise policies as necessary; communicate via email or in meetings. 	Human Resources	2017	Completed / Ongoing
<p>Accessible formats and communication supports for employees</p> <ul style="list-style-type: none"> • Upon request, provide or arrange for the provision of suitable accessible formats and communication supports for information needed to perform the employee’s job and information that is generally available to employees in the workplace. • Consult with the employee making the request in determining the suitability of an accessible format or communication. 	<ul style="list-style-type: none"> • As required, provide all information that is generally available to employees in an accessible manner. • Review requests on an ongoing basis to determine suitability and consult with the employee directly. 	Human Resources	2017	Completed / Ongoing

Accessibility Requirements	Action Plan	Responsibility	Year	Status
Integrated Accessibility Standard – Employment Standards – Part III				
<p>Workplace emergency response information</p> <ul style="list-style-type: none"> • 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. • Provide updated information to 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. • If an employee who receives individualized workplace emergency response information requires assistance and with the employee’s consent, provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee. • Provide the information as soon as practicable after the employer becomes aware of the need for accommodation due to the employee’s disability. 	<ul style="list-style-type: none"> • Review accommodation needs and provide individualized information as necessary for new, existing, and future needs as required. • Record consent of employee receiving the workplace emergency response information. • Maintain record of any designated persons and provide the workplace emergency response information to same as appropriate. • Determine a reasonable amount of time to implement and record response times. • Employee to notify manager/management of any changes to their needs in a timely fashion. 	Human Resources	2012	Completed / Ongoing

Accessibility Requirements	Action Plan	Responsibility	Year	Status
Integrated Accessibility Standard – Employment Standards – Part III				
Workplace emergency response information (continued) <ul style="list-style-type: none"> Review the individualized workplace emergency response information whenever: 1) an employee moves to a different location; 2) the employee’s overall needs change; or 3) the employer reviews general emergency response policy. 	<ul style="list-style-type: none"> Review the individualized workplace emergency response information when general emergency response policy is reviewed. 	Human Resources	2012	Completed / Ongoing
Documented individual plans <ul style="list-style-type: none"> Develop and have in place a written process for the development of documented accommodation plans for employees with disabilities. 	<ul style="list-style-type: none"> Create a written process for responding to accommodation requests and developing accommodation plans in compliance with the elements as set up under the integrated accessibility standard. 	Human Resources / Health & Safety	2017	Completed / Ongoing
Return to work process <ul style="list-style-type: none"> 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 Document the return to work process. The process shall outline the steps the employer will take to facilitate the return to work of employees who were absent due to disabilities, utilizing individual accommodation plans referred to in s.28 of the IAS. 	<ul style="list-style-type: none"> Create a written process for employees who have been absent from work due to a disability and require disability-related accommodation in order to return to work. 	Human Resources / Health & Safety	2017	Completed / Ongoing

Accessibility Requirements	Action Plan	Responsibility	Year	Status
Integrated Accessibility Standard – Employment Standards – Part III				
Performance Management <ul style="list-style-type: none"> Take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities. 	<ul style="list-style-type: none"> When utilizing the existing performance management process evaluate accommodation needs on a case by case basis. 	Human Resources	2017	Completed / Ongoing
Career development and advancement <ul style="list-style-type: none"> Take into account the accessibility needs of employees with disabilities when using career development and advancement. 	<ul style="list-style-type: none"> When utilizing the existing development and advancement processes evaluate accommodation needs on a case by case basis. 	Human Resources / Health & Safety	2017	Completed / Ongoing