



Multi-Year Accessibility Plan and Policies for Boehmer Box LP

Statement of Commitment

Boehmer Box is committed to treating all individuals in a way that allows them to maintain their dignity and independence. We believe in and promote equal opportunity and integration. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and eliminating barriers to accessibility, and by meeting all requirements laid out in the *Accessibility for Ontarians with Disabilities Act* (“AODA”).

Training

Boehmer Box will provide training to employees on AODA and on the *Ontario Human Rights Code* as it relates to people with disabilities. Training will be provided in such a way that best suits the job requirements of the employees.

In **Q1 2015**, all current Boehmer Box employees will receive training that is suited to their position within the Company, as well as general training on AODA legislation and disability awareness for all employees.

After **Q1 2015**, this training will be provided to all employees during their initial orientation with the Company. Training will be reviewed whenever our accessibility policies change. If an employee moves to a new role with additional training requirements related to accessibility, he or she will receive this job-specific training upon their job transfer.

Accessible Emergency Information

Boehmer Box will provide emergency response information to all employees who require it in a way that is accessible, upon request.

- Employees with disabilities can request to have an individualized emergency response plan developed.
- On their first day of work, all employees will be advised of the availability of accessible emergency information and the option for an individualized emergency response plan.
 - This information will be provided by Human Resources during the employee’s first day meeting to complete their new hire paperwork.
- Employees who have an existing individualized emergency response plan in place will have this reviewed when:
 - The employee’s work location changes
 - The employee’s overall accommodation needs are reviewed
 - Boehmer Box’s overall emergency response policies are reviewed.

Boehmer Box recognizes that disabilities can be temporary, permanent, or recurring. All employees who are on modified work or a return-to-work program will be notified that an individualized emergency response plan can be developed on a temporary or permanent basis, depending on their individual needs. The employee who is impacted will be involved in the development of their individualized plan.



Information and Communications

Boehmer Box is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their specific information and communication needs and how to best accommodate these.

Boehmer Box will take the following steps to meet the information and communications requirement of *AODA*:

- Any new websites or new content on existing websites will comply with WCAG 2.0 Level A effective **January 1, 2014**.
- Boehmer Box currently accepts feedback about our accessibility using the Accessibility Feedback Form located on our webpage. By **January 1, 2015** we will develop additional accessible methods for this feedback to be submitted.
- Boehmer Box does not currently receive and respond to feedback on any other topic than accessibility. If we begin soliciting feedback for any other purposes, we will ensure that feedback meets the same standards as the Accessibility Feedback Form.
- By **January 1, 2016**, we will ensure the public is aware that information about our goods, services and facilities is available in an accessible format. A notice will be posted on our website advising of this and on how requests for accessible information can be submitted. An internal system will be developed for accepting and responding to these requests.
- Boehmer Box will ensure that our websites and web content conforms with WCAG 2.0, Level AA by **January 1, 2021**.
 - All new web content which is published on or after **January 1, 2015**, will comply with WCAG 2.0 Level AA.
 - By **January 1, 2019**, Boehmer Box will establish a Committee to audit our websites and identify any non-conformances with the standard.
 - Based on the results of this audit, a plan will be developed to ensure that all of our web content is in compliance with the WCAG 2.0 Level AA by **January 1, 2021**.

Employment

Boehmer Box is committed to fair and accessible employment practices. The following steps will be taken to advise job applicants that we will provide accommodation to people with disabilities, starting at the recruitment process and for all Boehmer Box employees:

- By **January 1, 2016**, Boehmer Box will advise all applicants in the job posting that we are committed to accessible recruitment and hiring practices and will accommodate disabilities during the selection process.
- Any written correspondence with job candidates will include a similar statement of our commitment to accommodation during the recruitment process.
- All employees will be further reminded of our commitment to accommodation at the time of hire through a statement included within their offer letter.

By **January 1, 2016** all current Boehmer Box employees will be advised of our policies for accommodation of employees with disabilities, including their right to accessible workplace



information and the process by which they can request this information. This will be communicated in the following formats during **Q3 of 2015**:

- During our new hire orientation
- By email to all employees from the Director of Human Resources
- Through a posting on all company bulletin boards
- At the monthly department meetings.

Any changes to our policies on accommodation will be after this date will be communicated through training at the monthly department meetings.

By **January 1, 2016** all employees with disabilities will have on file an individual accommodation plan to provide a formal record of the steps taken by the company to accommodate the employee's disability. This will be rolled out in the following steps:

- Starting **January 1, 2016**, all new employees will be advised at the time of hire that they have the right to an individual accommodation plan, and the process by which this can be developed.
- All current Boehmer Box employees will be advised of their right to request this during **Q3 of 2015** using the communication methods listed above.

Boehmer Box is committed to Early and Safe Return to Work of employees who have been absent due to injury or illness. Our Return to Work Policy outlines the process by which all employees will be accommodated during their return to work.

To ensure that accessibility needs of employees with disabilities are taken into account with respect to performance management and career development, Boehmer Box will take the following steps:

- Advise our employees that accessible formats of all training materials will be made available upon request. Additional training resources will be made available on an as-needed basis, or upon request, to ensure that all employees have the same development opportunities.
- Communicate and promote the importance of achievement rather than ability or disability, and promote employees based on consistent, objective criteria.
- Ensure that opportunities for promotion or transfer are provided in accessible formats.

All policies are reviewed on an ongoing basis. Boehmer Box will continually improve our policies as they relate to accessibility and accommodation to ensure they are compliant with all legislation as may change from time to time.

For more information on Boehmer Box's accessibility plan, or to request accessible formats of this document, please contact the Human Resources department by telephone at 519-576-2480 or online through careers@boehmerbox.com.

