

# MARCREST MANUFACTURING INC

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## Accessibility Policy

### Statement of Commitment

Marcrest Manufacturing Inc will strive at all times to provide its services in a way that respects the dignity and independence of people with disabilities. We are also committed to giving people with disabilities the same opportunity to access our services, allowing them to benefit from the same services, in the same place and in a similar way as other clients.

Marcrest Manufacturing Inc is committed to meeting the needs of our clients, including people with disabilities and will do so in a timely manner.

### Opportunities

Marcrest Manufacturing Inc will give people with disabilities the same opportunity to access our products and services and allowing them to benefit from the same products and services, in the same place and in a similar way as other clients.

### Policy Development & Availability

Marcrest Manufacturing Inc will maintain its accessibility policies in a written format. They will be available to the public and will be provided in an accessible format if it is requested.

### Multi-year accessibility plan

Marcrest Manufacturing Inc will maintain its multi-year accessibility plan. The plan will be reviewed and updated at least once every five years. It will show our organization's commitment to removing barriers and preventing new ones. We will make it available to the public and provide it in an accessible format when requested.

### Information and communications

When providing information to, or communicating with, a person with a disability, we will provide, on request, the information and communication in an accessible format or with a communication support. We will work in consultation with the person with the disability to provide them with the information in a manner that takes into account the person's disability.

### Accessible Website

We are committed to working towards an accessible website and website content that will comply with the World Wide Web Consortium Web Content Accessibility Guidelines initially at Level A and moving towards Level AA standards.

### Employment

Our employment practices will include notification of the availability of accommodation for applicants with disabilities, as well as supports for staff with disabilities. Where employee needs dictate, we will provide individualized workplace emergency response information to employees who have a disability.

Our performance management and career development processes will take into account the accessibility needs of its employees with disabilities.

#### **Documented individual accommodation plans for employees**

Individual accommodation plans will be developed on an individual basis, with the input of the employee, reviewed as needed and documented.

#### **Return to work process**

Our process for the development of a return to work process for employees with disabilities who have been absent due to their disability and require accommodations to return to work will:

- Outline the steps we will take to facilitate the employee's return to work
- Use their individual accommodation plan -where it exists- as part of the process

#### **Training**

Marcrest Manufacturing Inc will provide training to:

- employees
- persons involved in developing policies for our organization

Training will be provided to staff within the first year of hire.

Training will cover:

- Accessibility requirements from the Integrated Accessibility Regulation and Accessible Customer Service Standard
- How the Human Rights Code pertains to persons with disabilities
- Changes that are made to the accessibility policies

#### **Design of Public Spaces**

We will incorporate accessibility requirements under the IASR when building or redeveloping a public space identified under Accessibility Standard for the Design of Public Spaces.

Signed: 

Dated: Sept 21, 2021