

**LIFCO HYDRAULICS LTD.**  
**ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA)**

*Multi-Year Plan*

TITLE	AODA STANDARD	ACTION PLAN	STATUS	NOTES
<b>PART 1 - GENERAL</b>				
Establishment of Accessibility Policies	<p><b>3.</b> (1) Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements referred to in the Regulation.</p> <p>3.(2) organizations, shall include a statement of organizational commitment to meet the accessibility needs of persons with disabilities in a timely manner in their policies.</p> <p>3.(3) organizations shall, (a) prepare one or more written documents describing its policies; and (b) make the documents publicly available, and shall provide them in an accessible format upon request.</p>	<p>Generate and distribute accessibility policy for all members of the company.</p> <p>Included in policy.</p> <p>Policy will be posted on the website and within the Company handbook.</p>	<p>Complete</p> <p>Complete</p>	<p>Oct 23, 2023</p> <p>Oct 23, 2023</p>
Accessibility Plans	<p><b>4.(1)</b> large organizations shall, (a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under the Regulation;</p> <p>(b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and</p> <p>(c) review and update the accessibility plan at least once every five years.</p>	<p>Develop a multi-year plan.</p> <p>Post on the company website.</p> <p>Review every 5 years or as needed.</p>	<p>Complete</p> <p>Complete</p>	<p>Oct 23, 2023</p> <p>Oct 23, 2023</p>

	<p>7.(5) The Government of Ontario, the Legislative Assembly, every designated organization shall keep a record of the training provided under this section, including the dates on which the training is provided and the number of individuals to whom it is provided.</p>	<p>Record will be the signed Company Handbook that is received from all new hires to confirm they understand all company policies.</p>	<p>Ongoing</p>	
<b>PART II - INFORMATION AND COMMUNICATIONS STANDARDS</b>				
<p>Feedback</p>	<p>11.(1) Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communications supports, upon request.</p>	<p>As stated in policy. Any information is available upon request.</p>	<p>Complete</p>	<p>Oct 23, 2023</p>
	<p>11.(3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.</p>	<p>As stated in the Accessibility Policy located on the website.</p>	<p>Complete</p>	<p>Oct 23, 2023</p>
<p>Accessible formats and communication supports</p>	<p>12. (1) Organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities,  (a) in a timely manner that takes into account the person's accessibility needs due to disability; and  (b) at a cost that is no more than the regular cost charged to other persons.</p> <p>12.(2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.</p>	<p>All requests will be documented and access format determined. Requests will be sent to Maris Berkhout to be processed. Not cost for employees or prospective employees.</p> <p>A conversation between Maris Berkhout or Fraser Berkhout with the person making the request will occur.</p>	<p>Complete</p>	<p>Oct 23, 2023</p>

Emergency procedure, plans or public safety information	<b>13.</b> (1) In addition to its obligations under section 12, if an organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.	On file.	Complete	Oct 23, 2023
Accessible websites and web content	<b>14.</b> (2) Organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, initially at Level A and increasing to Level AA, and shall do so in accordance with the schedule set out in this section.	Done. Will assess as new requirements are released.		Jan 1, 2021

<b>PART III – EMPLOYMENT STANDARDS</b>				
Recruitment, general	<b>22.</b> Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	Noted within Company Handbook & on the website for the public. Going forward will make sure it's noted on all job postings.	Ongoing	
Recruitment, assessment or selection process	<p><b>23.</b> (1) During a recruitment process, an employer shall 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.</p> <p>23.(2) If a selected applicant requests an accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes</p>	<p>Information will be available in the job posting.</p> <p>Accommodation required will be discussed and mutually agreed upon when required.</p>	<p>Ongoing</p> <p>Ongoing</p>	

	into account the applicant's accessibility needs due to disability.			
Notice to successful applicants	<b>24.</b> Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	Written offers of employment will include our policy on accommodating employees with disabilities.	Ongoing	
Informing employees of supports	<p><b>25.</b> (1) Every employer shall inform its employees of its 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.</p> <p>25.(2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.</p> <p>25.(3) Employers shall provide updated information to its 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.</p>	<p>Ongoing - Company Handbook is redistributed to all staff when revisions have been made.</p> <p>As above.</p> <p>As above.</p>	Ongoing	
Accessible formats and communication supports for employees	<p><b>26.</b> (1) In addition to its obligations under section 12, where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for,</p> <p>(a) information that is needed in order to perform the employee's job; and</p> <p>(b) information that is generally available to employees in the workplace.</p> <p>26.(2) The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication</p>	<p>When accessible formats and communication supports are requested, and in a timely manner, and in consultation with the person making the request, arrangements for accessible formats and communication supports will be made taking the persons.</p> <p>Employee and employer will communicate together.</p>	Complete Ongoing	Oct 23, 2023

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<p>Workplace emergency response information</p>	<p><b>27.</b> (1) Every employer shall 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.</p> <p>(2) If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.</p> <p>(3) Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability.</p> <p>(4) Every employer shall review the individualized workplace emergency response information,</p> <p>(a) when the employee moves to a different location in the organization;</p> <p>(b) when the employee's overall accommodations needs or plans are reviewed.</p>	<p>Individualized workplace emergency response information procedures will be developed for employees with disabilities.</p> <p>Workplace Emergency Response Information forms will be provided to all employees who disclose a disability.</p> <p>On an ongoing and regular basis, Lifco Hydraulics will review and assess general workplace emergency response procedures and individualized emergency plans to ensure accessibility issues are addressed.</p>	<p>Complete Ongoing</p>	<p>Oct 23, 2023</p>
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<p>Documented individual accommodation plans</p>	<p><b>28.</b> (1) Employers shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.</p> <p>(2) The process for the development of documented individual accommodation plans shall include the following elements:</p> <ol style="list-style-type: none"> <li>1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.</li> <li>2. The means by which the employee is assessed on an individual basis.</li> <li>3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to assist the employer in determining if accommodation can be achieved and, if so, how accommodation can be achieved.</li> </ol>	<p>Will be documented within Human Resources.</p>	<p>Complete Ongoing</p>	<p>Oct 23, 2023</p>
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<b>DESIGN OF PUBLIC SPACES</b>				
<p>New buildings and major renovations</p>	<p>Should the company build new or make major changes to existing elements of public spaces.</p>	<p>Lifco Hydraulics will comply with the requirements of the Amendments to Ontario's Building Code</p>		<p>Oct 23, 2023</p>

Created October 23, 2023

Next Required Review Date: October 23, 2028