

VanRooyen Earthmoving Ltd.

5 Year Accessibility Plan - 2023

VanRooyen Earthmoving Ltd. is committed to meeting the accessibility needs of individuals with disabilities in a timely manner. To meet this goal and comply with the requirements as defined for 'large organizations' under the Accessibility for Ontarians with Disabilities Act, 2005 ("AODA") and the Integrated Accessibility Standard under Ontario Regulation 191/11, VanRooyen Earthmoving Ltd. has developed the following multi-year accessibility plan. This plan will be reviewed annually or as required.

Legislative Requirement	Deadline	Required Action	Implementation Status	Status as of December 31, 2023
GENERAL REQUIREMENTS				
Development of Accessibility Policies and Statement of Commitment	Dec.1 2023	VanRooyen Earthmoving Ltd. must create written policies pertaining to meeting the requirements under the <i>Integrated Accessibility Standard</i> . The policies must include a statement of commitment. VanRooyen Earthmoving must ensure that the policies are available in an accessible format when requested.	Accessibility Policies can be found in the 2024 version of the VanRooyen Earthmoving Health and Safety Manual and the website.	Complete
Development of an Accessibility Plan	Dec.1 2023	VanRooyen Earthmoving must create a multi-year accessibility plan that must be reviewed at least once every five years. VanRooyen Earthmoving is required to post this plan on their website and make it in an accessible format upon request.	The Accessibility Plan is currently in the process of being posted on VanRooyen Earthmoving Ltd. website https://vanrooyen.ca	Complete
Self-Service Kiosks	N/A	N/A	N/A	N/A
Training	April 1 2024	VanRooyen Earthmoving Ltd. will provide training on the requirements of all accessibility standards to all employees and individuals involved in the development of policies and any third-party providing goods and services on behalf of VanRooyen Earthmoving.	New employees will complete online training that will be sent to them upon completing orientation. Certificates will be kept on record electronically.	Actively Ongoing
Design for Public Spaces	N/A	N/A	N/A	N/A
File an Accessibility Compliance Report	Dec.1 2023	Complete and File the Report	In progress to be completed before the end of 2023.	Complete

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INFORMATION AND COMMUNICATION STANDARD				
Feedback	Dec.1 2023	VanRooyen Earthmoving must ensure that its feedback process is accessible to people with disabilities providing accessible formats and communication supports upon request	Feedback can be given by emailing report@vanrooyen.ca	Complete
Accessible formats and communication support	Dec.1 2023	VanRooyen Earthmoving must provide accessible formats and communication support to individuals with disabilities when requested at no additional cost.	Accessible formats and communication support for persons with disabilities will be provided, upon request, considering the individual's accessibility needs due to a disability. The information will be provided in a timely manner and at a cost that is not more than the regular price charged to others.	Complete
Emergency Procedures, Plans and Public Safety Information	Complete	VanRooyen Earthmoving must provide any emergency procedures, plans or public safety information that is made available to the public in accessible format to the public upon request.	VanRooyen Earthmoving will provide the communication supports as soon as practicable when requested.	Complete
Accessible Websites and Web Content	Dec.1 2023	<p>All of VanRooyen Earthmoving's Websites will comply with WCAG 2.0 Level A.</p> <p>All of VanRooyen Earthmoving's websites and web content must conform with WCAG 2.0 Level AA, other than (a) success criteria 1.2.4 Captions (Live) and (B) success criteria 1.2.5 Audio Descriptions (Pre-Recorded by (Insert Date))</p>	<p>VanRooyen Earthmoving website will be compliant with WCAG 2.0 Level A.</p> <p>VanRooyen Earthmoving will review the WCAG 2.10 AA standard and the requirement</p>	Complete
EMPLOYMENT STANDARDS				
General Recruitment	Dec.1 2023	VanRooyen Earthmoving must notify current employees and the public about the availability of accommodation for applicants with disabilities in the recruitment process.	Accommodation information included in all external job postings.	Complete
Recruitment, Assessment or Selection Process	Dec.1 2023	Job applicants that are individually chosen to participate in the selection process must be notified that accommodations are available. If an accommodation is requested, VanRooyen	Included in the Accessibility Policy	Complete

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		Earthmoving must consult the applicant when determining a suitable accommodation.		
<i>Notice to Successful Applicants</i>	Dec.1 2023	VanRooyen Earthmoving must notify successful applicants about policies related to the accommodation of employees with disabilities. This information must be provided as soon as practicable to new employees. When changes are made to current policies related to job accommodation, updated information must be provided to employees.	When making an offer of employment, VanRooyen Earthmoving will reaffirm the successful applicant of tis policies for accommodating an employee with a disability.	Complete
<i>Informing Employees of Supports</i>	Dec.1 2023	Employees of VanRooyen Earthmoving must be informed of policies used to support employees with disabilities, including policies related to job accommodation for employees with disabilities. This information must be provided as soon as practicable to new employees. When changes are made to current policies related to job accommodation, updated information must be provided to employees.	VanRooyen Earthmoving will inform its employees of its policies used to support its employees with disabilities, including policies on the provision of job accommodation that consider an employee’s accessibility needs due to disability. The information will be provided to new employees as soon as practicable after they begin their employment. VanRooyen Earthmoving will provide updated information to its employees whenever there is a change to existing policies pertaining to the provision of job accommodations that consider an employee’s accessibility needs due to disability.	Complete
<i>Accessible Formats and Communication Supports for Employees</i>	Complete	VanRooyen Earthmoving must provide accessible formats and communication supports to an employee with a disability for: (a) information that is needed to perform the employee’s job; and (b) information that is generally available to employees in the workplace.	When requested, VanRooyen Earthmoving will consult with the employee to provide or arrange for the provision of Accessible Formats and Communication Supports to an employee with a disability where such is needed in relation to Information that is either necessary for the	Complete

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		<p>VanRooyen Earthmoving must consult with the employee when determining the suitable format or communication support.</p>	<p>employee to perform the employee's job or generally available to employees in the workplace</p>	
<p>Workplace Emergency Response Information</p>	<p>Complete</p>	<p>Individualized workplace emergency response information must be provided to employees with disabilities where the disability is such that the individualized information is necessary, and VanRooyen Earthmoving is aware of the need for accommodation due to the employee's disability.</p> <p>VanRooyen Earthmoving must consult with employees who have disabilities to ensure that the individualized workplace emergency information meets the employee's needs.</p> <p>VanRooyen Earthmoving must provide the workplace emergency response information to the person designated by the employer to aid the employee, with the consent of the employee, if an employee who receives individualized workplace responses information requires assistance.</p> <p>VanRooyen Earthmoving must provide individualized workplace emergency response information as soon as practicable after it becomes aware of the need for accommodation due to the employee's disability.</p> <p>VanRooyen Earthmoving must review an employee's individualized response information when: (a) the employee moves to a different location, (b) the employee's overall accommodations needs or plans</p>	<p>Individualized workplace emergency response information will be provided to employees with disabilities where the disability is such that the individual requires assistance</p>	<p>Complete</p>

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		<p>are reviewed; and (c) when VanRooyen Earthmoving reviews its general emergency response policies.</p>		
<p>Individualized Accommodation Plan</p>	<p>Dec.1 2023</p>	<p>VanRooyen Earthmoving must prepare a written procedure for the development of individualized accommodation plans for employees with disabilities. The procedure must include the following elements: 1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan. 2. The means by which the employee is assessed on an individual basis. 3. The manner in which VanRooyen Earthmoving can request an evaluation by an outside medical or other expert, at VanRooyen Earthmoving's expense, to assist the employer in determining if accommodation can be achieved and, if so, how accommodation can be achieved 4. The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan. 5. The steps taken to protect the privacy of the employees' personal information. 6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done. 7. If an individual accommodation plan is denied, the manner in</p>	<p>VanRooyen Earthmoving will develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities based on their Functional Abilities Form where required. Employees with disabilities will be provided with individualized accommodation plans.</p>	<p>Complete</p>

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		<p>which the reasons for the denial will be provided to the employee.</p> <p>8. The means of providing the individual accommodation plan in a format that considers the employee's accessibility needs due to disability. The individualized accommodation plan must: (a) include information regarding accessible formats and communication supports, if requested; (b) the employee's individualized emergency response information, if required; and (c) identify any other accommodation that is to be provided.</p>		
<i>Return to Work Process</i>	Complete	<p>VanRooyen Earthmoving must have in place a documented return to work process for employees absent due to disability who require disability related accommodation for returning to work.</p> <p>The process must outline the steps VanRooyen Earthmoving will take to facilitate the return-to-work process and incorporate individualized accommodation plans.</p>	VanRooyen Earthmoving has a Return-to-Work Policy in effect.	Complete
<i>Performance Management</i>	Complete	VanRooyen Earthmoving must consider the accessibility needs of employees with disabilities as well as any individualized accommodation plan in place during performance management.	VanRooyen Earthmoving will consider the accessibility needs of employees with disabilities, including individual accommodation plans, when using its Performance Management process in respect of employees with disabilities.	Complete
<i>Career Development and Advancement</i>	Complete	VanRooyen Earthmoving must consider the accessibility needs of employees with disabilities as well as any individualized accommodation plan in place when considering career development opportunities.	VanRooyen Earthmoving will consider the accessibility needs of its employees with disabilities, including individual accommodation plans, when providing Career	Complete

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			Development/Advancement to its employees with disabilities	
Redeployment	Complete	VanRooyen Earthmoving must consider the accessibility needs of employees with disabilities as well as any individualized accommodation plan in place during the redeployment process	VanRooyen Earthmoving will consider the accessibility needs of its employees with disabilities, including individual accommodation plans, when there is to be a Redeployment of an employee with a disability.	Complete
Procurement	Complete	VanRooyen Earthmoving will incorporate accessibility design, criteria, and features when procuring or acquiring goods, services, or facilities when practicable to do so	VanRooyen Earthmoving requires that the selected proponent shall comply with the requirements for all relevant accessibility standards established by regulation and <i>the Accessibility for Ontarians with Disabilities Act, 2005</i>	Complete

<i>This five-year plan has been reviewed by the JHSC on October 30, 2023:</i>	<i>This five-year plan has been reviewed by the DEI committee on August 31, 2023:</i>
The following members were in attendance:	The following members were in attendance:
Jarend VanRooyen	Miranda VanRooyen
Jen Bigham	Steven Donegan
Miranda VanRooyen	Ava Skipper
Ray Spaling	Alek Verwey
Debra VanderLaan	Megan Willett
Dusty Carroll	Sarina Doerr
Benjamin Dyk	Peter Jancsar
Tyler Weirenga	Dante Bell