

VanRooyen Earthmoving Ltd.

Accessibility Policies	Date of Issue: July, 2023
Approved by: Jarend VanRooyen, President	Review / Revise Date:
Location: Office / Jobsite	

PURPOSE:

VanRooyen Earthmoving Ltd. (VRE) is committed to ensuring equal access and participation for individuals with disabilities and diverse backgrounds as such all employees are treated in a way that allows them to maintain their dignity and independence while performing their work.

VRE is committed to preventing and removing barriers to accessibility in the workplace while meeting the needs of individuals with disabilities in a timely manner so that they may fulfill their employment. This is made possible by adhering to the accessibility requirements under the *Accessibility for Ontarians with Disabilities Act (AODA)* and Ontario's accessibility laws.

VanRooyen Earthmoving Ltd. is committed to meeting its current and ongoing obligations under the Ontario Humans Rights Code respecting non-discrimination. VRE understands that obligations under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* and its accessibility standards do not substitute or limit obligations under the Ontario Human Rights Code or obligations to people with disabilities under any other law.

VanRooyen Earthmoving Ltd. is committed to excellence in providing services and facilities to all customers including people with disabilities.

LEGISLATION:

Regulation 191/11: Integrated Accessibility Standards under the *Accessibility for Ontarians with Disabilities Act, 2005*

DEFINITIONS:

Accessible Formats: Refers to alternatives to standard print.

Career Development/Advancement: Includes providing additional responsibilities within an employee's current position and the movement of an employee from one position to another that may be higher in pay, provide greater responsibility or be at a higher level within VRE.

Information: Refers to knowledge, data and facts that convey meaning and that exist in any format such as text, audio, digital or images.

Performance Management: Means activities related to assessing and improving employee performance, productivity, and effectiveness, with the goal of facilitating employee success.

Redeployment: Means the reassignment of employees to another position within the organization as an alternative to layoff when a particular job or department has been eliminated by the organization.

VanRooyen Earthmoving Ltd.

Unconvertible Information/Communication: Refers to the Information and/or Communication for which (i) it is not technically feasible to convert or the Information or Communication to an

Accessible Format: or (ii) the technology to convert the Information or Communication to an Accessible Format is not readily available.

POLICIES

1. Training

- a. We are committed to training all staff in Ontario's accessibility standards and aspects of the Ontario Human Rights Code that relate to persons with disabilities. In addition, we will train all persons who participate in developing the organization's policies and those who provide goods, services, and facilities on behalf of the organization.
- b. The training of employees on accessibility relates to their specific roles. Training includes:
 - i. Purpose of the *Accessibility for Ontarians with Disabilities Act, 2005*
 - ii. How to interact and communicate with co-workers who have a disability
 - iii. How to interact with people with disabilities who use an assistive device or require assistance on site
 - iv. How to use the equipment or devices available on-site or otherwise that may help with providing goods, services, or facilities to people with disabilities. These include:
 1. Assistive speakers for hearing
 2. Assistive devices for climbing
 3. Other devices that may arise in the future.
- c. We train every person as soon as practicable after being hired and provide training in respect to any changes to the policies.
- d. We maintain records of the training provided including the dates on which the training was provided and the number of individuals to whom it was provided.

2. Assistive Devices

- a. People with disabilities may use their personal assistive devices when accessing our goods, services, or facilities.
- b. In cases where the assistive device presents a significant and unavoidable health or safety concern or may not be permitted for other reasons, other measures will be used to ensure the person with a disability can access our goods, services, or facilities.
- c. We ensure that our employees are trained and familiar with various assistive devices we have on site or that we provide that may be used by customers with disabilities while accessing our goods, services, and facilities.

3. Communication

- a. We communicate with people with disabilities in ways that consider their disability. This may include:
 - i. Verbal Communication in person and over CB Radio
 - ii. Non-verbal Communication and cues when applicable
 - iii. Emailing when applicable
 - iv. Texting when applicable
- b. We will work with the person with disabilities to determine what method of communication works for them.

VanRooyen Earthmoving Ltd.

4. Service Animals

- a. Service animals are welcome on VRE property but are not permitted on jobsite or in construction equipment for safety reasons.

5. Support Persons

- a. A person with a disability who is accompanied by a support person will be allowed to have the person accompany them on VRE property but will not be allowed to operate equipment on the construction site for safety reasons.
- b. In certain cases, VRE may require a person with a disability to be accompanied by a support person for the health or safety reasons of:
 - i. The person with a disability
 - ii. Others on the premises
- c. Before making a decision VRE will:
 - i. Consult with the person with a disability to understand their needs.
 - ii. Consider health or safety reasons based on available evidence.
 - iii. Determine if there is no other reasonable way to protect the health or safety of the person or others on the premises.
- d. If VRE determines that a support person is required, we will waive the admission fee or fare (if applicable) for the support person (office).

6. Notice of Temporary Disruption

- a. In the event of a planned or unexpected disruption to services or facilities for customers with disabilities, this organization will notify customers promptly. This clearly posted notice will include information about the reason for disruption, its anticipated length of time, and a description of alternative facilities or services if available.
 - i. List of services / facilities include VRE Property. This does not include the construction sites.
 - ii. The notice will be made publicly available at the main office or by request.

7. Feedback Process

- a. VRE welcomes feedback on accessibility from its employees which will help us identify and respond to concerns in a timely manner. Feedback may be provided through email: report@vanrooyen.ca or through the Diversity, Equity, and Inclusion reporting portal.
- b. All feedback will be directed to Human Resources.

8. Notice of Availability Documents

- a. VRE notifies the public that documents related to accessible customer service, are available upon request by posting a notice in the following location(s):
 - i. At the office
 - ii. Online

9. Self-Service Kiosks

- a. VRE does not have any self-service kiosks.

VanRooyen Earthmoving Ltd.

10. Procurement

- a. We incorporate accessibility criteria and features when procuring or acquiring goods, services, or facilities. If it is not practical or possible to do so, we will provide an explanation upon request.

11. Information and Communications

- a. We have a process for receiving and responding to feedback which is accessible to persons with disabilities upon request.
- b. We communicate with people with disabilities in ways that consider their disability. When asked, we will provide information about our organization and its services, including public safety information, in accessible formats or with communication supports:
 - i. In a timely manner, considering the person's accessibility needs due to disability; and
 - ii. At a cost that is no more than the regular cost charged to other persons
- c. We will consult with the person making the request in determining the suitability of an accessible format or communication support. If the organization determines that information or communications are unconvertible, the organization shall provide the requestor with:
 - i. An explanation as to why the information or communications are unconvertible; and
 - ii. A summary of the unconvertible information or communications
- d. We will also meet internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws.

12. Employment

- a. We notify job applicants when they are individually selected to participate in an assessment or selection process that accommodations are available upon request. When recruiting and hiring we consult with the applicants and provide or arrange for suitable accommodation.
- b. We notify successful applicants of policies for accommodating employees with disabilities when making offers of employment.
- c. We notify staff that supports are available for those with disabilities as soon as practicable after they begin their employment. We provide updated information to employees whenever there is a change to existing policies on the provision of job accommodation that consider an employee's accessibility needs due to a disability.
- d. We will consult with employees when arranging for the provision of suitable accommodation in a manner that considers the accessibility needs due to disability. We will consult with the person making the request in determining the suitability of an accessible format or communication supports specifically for:
 - i. Information that is needed to perform the employee's job; and
 - ii. Information that is generally available to employees in the workplace
- e. Where needed, we will provide customized emergency information to help an employee with a disability during an emergency. With the employee's consent, we will provide workplace emergency information to a designated person who is providing the assistance to that employee during an emergency.

VanRooyen Earthmoving Ltd.

- f. We will provide the information as soon as practicable after we become aware of the need for accommodation due to the employee's disability.
- g. We will review the individualized workplace emergency response information:
 - i. When the employee moves to a different location in the organization
 - ii. When the employee's overall accommodations needs or plans are reviewed; and
 - iii. When the employer reviews its general emergency response policies
- h. We have a written process to develop individual accommodation plans for employees.
- i. We have a written process for employees who have been absent from work due to a disability and require disability-related accommodations to return to work.
- j. Our performance management, career development and redeployment processes consider the accessibility needs of all employees.

13. Designation of Public Spaces

- a. We will meet accessibility laws when building or making major changes to public spaces. Our public spaces include:
 - i. Our Office

14. Transportation

- a. We do not provide transportation services.

15. Changes to Existing Policies

- a. Any policies of this organization that do not respect and promote the principles, dignity, independence, integration, and equal opportunity for people with disabilities will be modified or removed.