Kisko Products – Multi-year Workplan 2018 – 2023

	985 Ontario Ltd., operating as Kisko P	<u>roducts</u>		
Integ	grated Accessibility Standards Regulation P	olicy and Acc	essibility Plan	
peop <u>State</u>	ele with disabilities on a continuous on-going ement of Commitment (from Kisko Aoda "A	g plan. ccommodatic	outlines the policies and actions that Kisko Producton on Policy") at allows them to maintain their dignity and indep	
оррс	ortunity. We are committed to meeting the r	needs of peop	ele with disabilities in a timely manner and will do Accessibility for Ontarians with Disabilities Act.	
Sec	Requirements	Policy Created	Action	Follow – up Actions / Completion List
Gene	eral / Customer Service Standards		1	
1	Establishment of Accessibility Policies	2014	 Make Policy available 'Accommodation Policy' Alternate format upon request 	 Policies are currently being updated or drafted. Consulted with E2R yearly for review.
	Establishment of Accessibility Policies Accessibility Customer Service Policy & Plans	2014 2014	Policy'	drafted.

4	Training Support person	2015 (New)	Ensure training on requirements of the IASR and AODA Records kept Kisko will ensure that individuals with disabilities are supported effectively, promoting inclusivity. The policy outlines	 Training to new employees will be an on-going basis. Annual Refresher Training to current employees and on an on-going basis. Training staff to accommodate and assist individuals with support persons effectively.
			provisions for support persons and aims to enhance accessibility across Kisko's operations.	 Create awareness by positing information on website, and on-site signage.
Infor	mation and Communication			
5	Feedback	2015	 Accessible Feedback process including accessible formats and communication supports upon request. Notify the public of availability of accessible formats and communication supports 	 A policy currently exists, and process is in place to address feedback under <i>"Open Door Policy."</i> An additional feedback form is available in the Employee Lunchroom
6	Accessible Formats and Communication Supports	2016	 Provision of accessible formats and communication supports. Provide a timely manner at a cost no greater that the cost to others 	 A policy currently exists to address the provision of accessible formats and communication supports under <i>"Accommodation Policy".</i> Staff will ensure that the availability of these is made public
7	Emergency procedure, plan or public safety	2012	Emergency information is made available to the public, make the information available in alternative formats or with communications supports upon request	• A policy currently exists to address making emergency information available to the public.
8	Accessible website and Communication Support	2012	 Kisko will ensure that all publicly available information including emergency and public safety information is made accessible upon request by providing accessible formats and communication supports for people with disabilities in a timely manner 	 Content has been updated and completed in 2021

			• Accessible Website and Web content (WCAG 2.0 Level AA) All website and content on those sites must conform with WCAG 2.0AA		
<u>Emp</u>	loyment_				
9	Recruitment	2016	Notify public and employees about availability of accommodation during requirement	•	A policy currently exists to inform applicants of accommodation that is available under <i>"Accommodation</i> <i>Policy"</i> . Staff will ensure that a notice is posted on all advertisements and the website advising of the accommodation.
10	Recruitment, assessment or selection process	2016	 During recruitment employer to notify applicant at assessment that accommodation is available on request. Consultation regarding provision of accommodation is available upon request. 	•	A policy currently exists to inform applicants to notify beforehand if accommodation is requested under "Accommodation Policy"
11	Notice of successful candidate	2016	Notify successful candidates of accommodation policies	•	The requirements of the Employment Standards will be met
12	Informing Employees of Supports	2016	Inform employees of policies that support employees with disabilities, including job accommodations	•	Accommodation procedure is outlines in the Employee Handbook under <i>"Accommodation Policy"</i> .
13	Accessible formats and communication support for employees	2016	 Provide accessible formats and communication supports for: Information that is needed to perform the job Information that is generally available to all employees in the workplace 	•	Will be provided upon request. Every attempt will be made to provide in timely manner

14	Workplace Emergency Response Information	2012	 Employer must consult with the employee in determining the suitability of the accessible format or communication support. Provide induvial workplace emergency response information to employees, as necessary. If assistance in the event of an emergency will be arranged Emergency response information must be reviewed annually A form has been circulated to the public to gather emergency response information. Form has been updated and currently used for New Hire Orientation Onboarding in compliance with "Fire & Safety Plan".
15	Document Individual Accommodation Plans	2016	 Written Process for developing individual accommodation plans. There are 8 elements in the process: The Manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan. The means by which the employee is assessed on an individual basis. The manner in which an 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 now, how accommodation can be achieved. The steps taken to protect the privacy of the employee's personal information. The frequency with which the individual accommodation plan will be reviewed and updated and the way it will be done. If an individual accommodation plan is denied, the manner in which the reason

			 for the denial will be provided to the employee. 7. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability. Individual accommodation plans shall include, as required: Information of Accessible format Workplace emergency response information Other accommodation 		
16	Return to Work	2016	Develop and have in place a documented return to work process for employees with disabilities	•	Individual Return to Work Plan process has been created and a policy currently exists to address the provision of accommodations under <i>"Time Away from Work Policy"</i> .
17	Performance Management	2016	In performance management is used, the employer must take into consideration the accessibility needs of the employee, and the individual accommodation plans when using the process.	•	N/A at present
18	Career Development and advancement	2016	If career development provides career development and advancement, the employer must take into consideration the accessibility needs of the employee, and individual accommodation plans when using the process.	•	N/A at present
19	Redeployment	2016	If redeployment is used, the employer must take into consideration the accessibility needs of the	•	N/A at present

Desi	gn of Public Space		employee, and individual accommodation plans when using the process.		
20	Design Criteria	2023	Use of design criteria for the design of public space	•	Consideration will be given in construction and renovations to accessible design criteria for all public spaces
<u>Tran</u>	<u>sportation</u>				
21	Transportation	2023	If transportation is used, the employer must take into consideration the accessibility needs of the employee, and individual accommodation plans when using the process.	•	N/A at present
	Notification of Accessible Formats and Communication Supports	<mark>(New)</mark>	Kisko Products ensures public awareness of accessible formats and communication supports for the feedback process.		
	Procedures for Preventative and Emergency Maintenance in Public Spaces	<mark>(New)</mark>	Kisko Products incorporates procedures for preventative and emergency maintenance of accessible elements in public spaces.	•	Establish a maintenance schedule. Ensure staff training on swift responses to temporary disruptions.