

Multi-Year Accessibility Plan - Amherst Group - All Ontario Yards

AODA Requirements

Item#	Section#	Description	Amherst Action Plan	Due Date	Status
1	3	<p>Establishment of Accessibility Policies</p> <p>3. (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 this Regulation.</p> <p>(2) Large 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) Large organizations shall,</p> <p>(a) prepare one or more written documents describing its policies; and</p> <p>(b) make the documents publicly available, and shall provide them in an accessible format upon request.</p>	<p>Amherst Group will develop, review and maintain an accessibility policy that takes into account the requirements of the AODA. Communication and training related to the policy will be Implemented over a period of time in order to achieve compliance with the requirements of the Accessibility for Ontarians with Disabilities Act, 2005</p>	Jan-22	Complete Aug 2022
2	4	<p>Accessibility Plans</p> <p>4. (1) The Government of Ontario, Legislative Assembly, designated public sector organizations and large organizations shall,</p> <p>(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 this 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>A copy of Amherst Group's Accessibility Plan will be posted in the Lunch-room areas of each facility and on the Company's website. The Plan will be under full review not less than every five years, and staff training relating to the Policy will be scheduled annually.</p>	Jan-25	Jan-25

Training

7. (1) Every obligated organization shall ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it

pertains to persons with disabilities to,

(a) all employees, and volunteers;

(b) all persons who participate in developing the organization's

policies; and

(c) all other persons who provide goods, services or facilities on behalf of the organization.

(4) Every obligated organization shall provide training in respect of any changes to the policies described in section 3 on an ongoing basis.

(5) Every obligated 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.

Amherst Group shall:

1. Distribute their Accessibility Policy to all employees via payroll email communications

2. ensure that training on the requirements of the accessibility standards referred to in the Regulation and the Human Rights Code is provided as soon as practicable to all employees and persons who deal with the public.

3. Training records shall be kept on file and will include the dates on which training was provided and who attended the training.

1. Dec 2024

1. Complete

2. April 2025

2. Complete

3. June 2025

3. Pending

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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.

Amherst will set up methods for receiving feedback, and assign the responsibility for acknowledgement to the JHSC. Amherst Group shall include methods such as e-mail to "hazards@amherstgroup.ca and via mail to 105 Nantucket Blvd Scarborough, ON M1P2N5

Nov-24

Complete

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5	12	<p>Accessible Formats and Communication Supports</p> <p>12. (1) Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities,</p> <p>(a) in a timely manner that takes into account the person's accessibility needs due to disability;</p> <p>and</p> <p>(b) at a cost that is no more than the regular cost charged to other persons.</p> <p>(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>amherst Group will consult with the individual making the request to determine the best way to provide the accessible format or communication support.</p>	Nov-24	Complete
6	14	<p>Accessible Websites and Web Content</p> <p>(2) Designated public sector organizations and large 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.</p>	1		
7	22	<p>Recruitment, General</p> <p>Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.</p>	<p>Amherst Group will amend its recruitment procedures to ensure its employees and the public are notified about the availability of accommodation for applicants with disabilities in its recruitment processes, in accordance with Section 22-32 of the Regulation.</p>	Jun-25	Pending

Recruitment, Assessment or Selection Process

23. (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.
(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 into account the applicant's accessibility needs due to disability.

Amherst Group will amend its recruitment process to ensure that job applicants are notified of the availability of accommodations when they are individually selected to participate in an assessment or interview.
Applicants will be informed that accommodations are available upon request for the interview process. Where an accommodation is requested, the Company will consult with the applicant and provide or arrange for suitable accommodation.

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Jun-25

Pending

Notice to Successful Applicants

24. Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.

Successful applicants will be made aware of Amherst Group's Policy and supports for accommodating people with disabilities

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Jun-25

Pending

Informing Employees of Supports

25. (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.
(2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.
(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.

Amherst Group will provide its existing employees with a copy of the Accessibility Standards Policy and provide training to those who will be working alongside new hires who require accommodation. This information, including policies and applicable training, will be provided to new employees as soon as practicable after they begin their employment.

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Jun-25

Pending

11	26	<p>Accessible Formats and Communication Supports for Employees</p> <p>26. (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>(2) The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.</p>	<p>If an employee with a disability requests it, Amherst Group shall provide accessible formats and communication supports, as soon as possible for the following:</p> <ul style="list-style-type: none"> ▪ Information needed in order to perform the job, and ▪ Information that would generally be available to all employees, such as Corporate Policies and Health&Safety Policies. <p>Amherst Group shall first consult with the employee making the request to determine the best format of communication and support.</p>	Jun-25	Pending
12	27	<p>Workplace Emergency Response Information</p> <p>27. (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>Amherst Group will create individual workplace emergency response information for disabled employees, taking into account the person's disability and the nature of the workplace. Such plans will be reviewed upon request by the individual employee.</p>	Nov-23	Complete

(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.

(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.

(4) Every employer shall review the individualized workplace emergency response information,

(a) when the employee moves to a different location in the organization;

(b) when the employee's overall accommodations needs or plans are reviewed; and

(c) when the employer reviews its general emergency response policies.

As soon as possible, Amherst Group shall make the individualized Workplace Emergency Response Plan available to the person designated to provide assistance in the event of an emergency. Changes to such Plans shall be communicated to both parties and reviewed by them for practicality as soon as possible.

Documented Individual Accommodation Plans

28. (1) Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.

(2) The process for the development of documented individual accommodation plans shall 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 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.
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.

Amherst will develop a written process for Individual Accommodation Plans including communication with the individual who is disabled, evaluation of the plan for accommodation, acquisition of outsourced advice for the Employer, and the process for the disabled employee to obtain advice from a third-party representative.

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Dec-25

Pending

<p>15 29</p>	<p>Return To Work Process 29. (1) Every employer, other than an employer that is a small organization, (a) shall develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work; and (b) shall document the process. (2) The return to work process shall, (a) outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and (b) use documented individual accommodation plans, as described in section 28, as part of the process. (3) The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.</p>	<p>Amherst Group has in place a documented program to provide light duties and/or accommodation for employees who have experienced an injury or disability. The program includes standardized forms for reporting accidents/injuries, Contacting Medical Practitioners or advisors, a continuing review process with the employee including recovery progress reports to facilitate Return to Work. The program also assigns a supervisor to the disabled employee to continually evaluate and assess appropriate accommodations in the workplace, and receive employee communications.</p>	<p>Aug-20</p>	<p>Complete</p>
<p>16 80</p>	<p>Maintenance of Accessible Elements 80.44 In addition to the accessibility plan requirements set out in section 4, obligated organizations, other than small organizations, shall ensure that their multi-year accessibility plans include the following: 1. Procedures for preventative and emergency maintenance of the accessible elements in public spaces as required under this Part. 2. Procedures for dealing with temporary disruptions when accessible elements required under this Part are not in working order. O. Reg. 413/12, s. 6.</p>	<p>Amherst Group is aware that disruptions in the workplace may occur for reasons beyond our control. In the event of the temporary inavailability of any workplace accommodation or structure, Amherst Group will make best efforts to promptly post notification of the disruption in a conspicuous place and communicate by any reasonable means, such as e-mail if available. Notice of the procedure for maintenance or repair of the accessible elements will be provided to any employee being accommodated as well.</p>	<p>Nov-24</p>	<p>Complete</p>