



AODA – Integrated Accessibility Standards Regulation

Policy Statement

The Accessibility for Ontarians with Disabilities Act, 2005 (“AODA”) was created with the goal of developing standards that would improve accessibility for people with disabilities across Ontario. Techify understands that obligations under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* and its accessibility standards do not substitute or limit its obligations under the Ontario Human Rights Code or obligations to people with disabilities under any other law.

This policy gives guidance to the delivery of Techify services to people with disabilities, in compliance with requirements under the Integrated Accessibility Standards, O.Reg.191/11, established under the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11. All information and communications materials and services and employment services provided by the Company shall follow the principles of dignity, independence, integration and equal opportunity.

The Policy applies to all Concrete Ontario employees, consultants and third-party contractors who deal with the public on behalf of Techify, and those who are involved in Techify policy and program development.

General Requirements

Establishment of Accessibility Plans and Policies

Techify maintains policies on how it shall meet AODA requirements and will provide policies in an accessible format upon request.

General Training Requirements

Techify employees, consultants, all those who participate in developing the Company’s policies and those who provide services on the Company’s behalf shall be required to undergo training on the requirements of the AODA accessibility standards and on the Ontario Human Rights Code as it relates to people with disabilities.

Information and Communication Standards

Techify will ensure that any process for receiving and responding to feedback is accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communication supports. In accordance with the Integrated Accessibility Standards, this standard addresses the following:



AODA – Integrated Accessibility Standards Regulation

- Feedback
- Accessible Formats and Communication Supports
- Emergency procedure, plans and safety information

Feedback

Techify will ensure that any process for receiving and responding to feedback is accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communication supports, on request.

Accessible Formats and Communication Supports

Accessible formats and communication supports shall be provided in a timely manner, taking into account the person's accessibility needs to determine the suitability of an accessible format or communication support. Accessible formats include large print, recorded audio and electronic formats. Communication supports include reading written information, exchanging hand written notes, and audio description.

Techify shall provide emergency procedures, plans and safety information in an accessible format with appropriate communication supports as soon as practicable, upon request.

Emergency Procedures, Plans and Safety Information

To enable people with disabilities to be prepared in case there is an emergency, workplace emergency response information shall be provided in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

Employment Standards

Techify is committed to providing accessible employment that welcomes and celebrates diversity and strives to eliminate barriers.

The Employment Standards regulation expands Ontario's labour pool by ensuring people with disabilities are welcome and supported within all workplaces. Techify is committed to applying the Employment Standard in the manner by which it recruits, provides accessible information, plans for emergencies, performance management, and career development.



AODA – Integrated Accessibility Standards Regulation

Recruitment, Assessment and Selection

Techify shall post information about the availability of accommodation for applicants with disabilities in its recruitment process. Job applicants who are selected for an assessment/interview shall be notified that accommodations are available for materials/processes used in selection, upon request. Successful applicants shall be notified about Techify's policies for accommodating employees with disabilities.

Employee Supports

Techify shall inform employees of policies used to support employees with disabilities, including policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability. Techify shall provide this information to new employees as soon as practicable after they begin their employment and provide updated information to employees whenever there is a change to existing policies on the provision of job accommodations.

Accessible Formats and Communication Supports for Employees

Upon the request from an employee with a disability, Techify shall consult with the employee to provide/arrange for the provision of accessible formats and communication supports for:

1. information needed to perform the employee's job; and,
2. for information that is generally available to employees in the workplace

Techify will consult with the employee making the request in determining the suitability of an accessible format or communication support.

Workplace Emergency Response Information

If an employee's disability is such that an individualized workplace emergency response information is necessary, and Techify is aware of the need for accommodation, this information shall be provided to the employee. In addition, this information shall be provided, with the person's consent, to the person designated to provide assistance. The information shall be reviewed when the employee moves to a different location, when the employee's overall accommodation needs or plans are reviewed, and when Techify reviews its general emergency response plan.



AODA – Integrated Accessibility Standards Regulation

Performance Management and Career Development and Redeployment

Techify shall take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans when providing career development, performance management and when considering redeployment.

Feedback Process

Techify encourages and welcomes feedback on how it provides services to persons with disabilities. Feedback can be provided using one of the following methods: Email, phone, mail, or in person. To provide feedback please contact:

- Telephone: 416-913-8998
- Email: brendan@techify.ca
- By Mail: 41 Scarsdale Rd Unit 11, North York, ON M3B 2R2

Upon receipt of feedback regarding the provision of services to persons with disabilities, Techify will review the feedback, take appropriate action, and make every effort to respond to the feedback quickly and effectively.

This policy and its related procedures will be reviewed as required in the event of legislative changes.