



STATEMENT OF COMMITMENT

Miska Trailer Factory will meet the Ontario government for compliance to AODA Act 2005, including standards regarding Information and Communication and Employment under the Integrated Accessibility Standard. This policy will be implemented in accordance with the time frames established by the Regulation.

AODA – INTEGRATED ACCESSIBILITY STANDARDS POLICY

This policy applies to all employees at Miska Trailer Factory. It is recognized that there are many forms of disability including physical, mental, developmental, and learning disabilities. Whether a person's disability is apparent or not, Miska Trailer Factory is committed to having all individuals treated with courtesy, made welcome, and have their needs respected by all Miska Trailer Factory employees.

ACCESSIBILITY PLAN

Miska Trailer Factory will develop, maintain, and document an Accessibility Plan outlining or plan to prevent and remove barriers from our workplace and to improve opportunities for persons with disabilities. This accessibility plan will be reviewed and updated at least once every five (5) years and will be posted internally and on the company's website.

EMPLOYEE TRAINING

Miska Trailer Factory will ensure that training is provided on the requirements of the accessibility standards referred to in the Regulation and as it pertains to persons with disabilities, to:

- all its employees and volunteers when applicable.
- all persons who participate in developing Miska's policies; and,
- all other persons who provide goods, services, or facilities on behalf of the company.

The training will be appropriate to the duties of the employees and other persons.

Employees will be trained when changes are made to the accessibility policy. New employees will be trained as a part of their new employee orientation program. Miska will keep a record of the training it provides.

INFORMATION AND COMMUNICATION STANDARDS

Feedback & Accessible Formats

Miska Trailer Factory will continue to ensure that the needs and requests of a person with disabilities are meeting the expectation set forth by the AODA. The response to feedback will be given in a manner that is accessible to the person providing the feedback, and any other method that may be requested.

Accessible Websites & Web Content

Miska Trailer Factory is working towards ensuring that all new websites and website content within its control conform to WCAG 2.0 in accordance with the Integrated Accessibility Standards Regulation.

EMPLOYMENT STANDARDS

Recruitment

Miska Trailer Factory will notify our employees and the public about the availability of accommodation for applicants with disabilities in our recruitment process.

Recruitment and Selection Process

Miska Trailer Factory will notify applicants when they are individually selected to participate in further in the selection process that accommodations are available upon request in relation to the material or process to be used. If a selection applicant requests accommodation, we will consult with the applicant and provide or arrange for the suitable accommodation in a manner that takes in to account the applicant's accessibility needs due to disability and work to ensure there are no safety concerns.

Notice to Successful Applicant

When making offers of employment, Miska Trailer Factory will notify the successful applicant of our policies for accommodating employees with disabilities.

Informing Employees of Support

Miska Trailer Factory will continue to inform our employees of our policies (and any updates on those policies) used to support employees with disabilities.

Accessible Formats and Communication Supports for Employees

Upon the request of an employee with a disability, Miska Trailer Factory will consult with the employee to provide or arrange accessible formats and communication supports for information that is needed to perform his/her job and information that is generally available to other employees.

Workplace Emergency Response Information

Miska Trailer Factory will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and if Miska is aware of the need for accommodation due to the employee's disability. Miska will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the employee requires assistance, Miska Trailer Factory will, with the consent of the employee, provide the workplace emergency response information to the person designated by Miska Trailer Factory to aid the employee. Individualized workplace emergency response information will be reviewed when the employee moves to a different location in the organization, when the employee's overall accommodations need, or plans are reviewed or when Miska Trailer Factory reviews its general emergency response policies.

Documented Individual Accommodation Plans

Miska Trailer Factory will develop documented individual accommodation plans for employees with disabilities. Once the "Individualized Employee Emergency Response Information" form is completed (where required) and reviewed with the employee, this form will serve as the formal document to be placed in the employee's individual accommodation plan.

Return to Work Process

Miska Trailer Factory maintains a documented return to work process for its employees who have been absent from work due to disability and who require disability related accommodations to return to work. The return-to-work process will include the documented individual accommodation plan as a part of the process.

Performance Management, Career Development & Advancement

Miska Trailer Factory considers the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement.

Redeployment

Miska Trailer Factory takes into account the accessibility needs of employees with disabilities, as well as individual accommodation plans when conducting performance management during redeployment.

AVAILABLE DOCUMENTS

Documents related to the Integrated Accessibility Standards of the AODA, will be made available upon request in an accessible format to the person with disabilities. Requests can be made by mail, by phone or in person.

Address: 1064 HWY 6 North, Hamilton ON, L8N 2Z7

Phone: 905-689-6818