

MULTI-YEAR ACCESSIBILITY PLAN

Introduction and Commitment

NBM Engineering Inc. is committed to maintaining an accessible and barrier-free environment for all employees, clients, suppliers, and visitors. We have a responsibility to create a safe, dignified, and welcoming environment for everyone, and are thus committed to meeting the accessibility needs of persons with disabilities in a timely manner. The organization follows closely the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* and its associated regulations.

The Multi-Year Accessibility Plan outlines NBM's strategy to prevent and remove barriers to address current and future requirements.

Information and Communications

NBM is committed to providing information and communication in ways that meet the needs of people with disabilities.

Actions Taken

- If a new website is developed, ensure that content and site conform with Web Content Accessibility Guidelines (WCAG) 2.0, Level A- 2014
- Provide accessible format and communication supports to persons with disabilities, upon request, in a timely manner that considers the individual's accessibility needs, and at no extra cost- 2015

Actions Planned

Web Content

- Update NBM Engineering's website in compliance with Web Content Accessibility Guidelines (WCAG) 2.0, Level AA by 2021.
- Ensure compliance with AODA protocols is incorporated into selection process for all technology, website, and software development vendors by 2021.

Employment

NBM is committed to providing accessible formats, communication supports and personalized accommodation for all employment practices, in a manner that preserves dignity and independence for all candidates and employees.

Actions Taken

- Review hiring practices and amend to incorporate alternate ways for employees to participate in interview, onboarding, and employment processes- 2016
- Inform job applicants that accommodations for applicants with disabilities are available, upon request, at all stages of the recruitment, selection, and onboarding process- 2016
- Ensure that emails sent to candidates selected to participate in the interview process state that accommodations will be made available upon request as it relates to materials or processes to be used-2016
- Consult with an applicant to provide or arrange accommodation in a manner that considers the applicant's accessibility needs due to disability- 2016

- Inform new and existing employees of policies in place to support employees with disabilities-2016
- Consult with new and existing employees that request accommodation to determine and arrange suitable accommodation in a timely manner-2016
- Develop documented individual return to work and accommodation plans, as required, for employees that are absent from work due to disability-2016
- Conduct performance management that accounts for accessibility needs of individual employees, and, if applicable, individual accommodation plans-2016
- When providing career development and advancement to employees, consider the accessibility needs of those with disabilities and any individual accommodation plans- 2016
- Upon request, provide or arrange for provision of accessible formats or communication support for information that is generally available to employees in the workplace-2016
- Upon change to an existing policy, consider an employee's accessibility needs-2016
- Continue to review standards best practices related to accessible employment

Emergency Response Procedures

Actions Taken

- Provide individualized emergency response information to employees with disabilities if NBM is aware of the need for such accommodation-2016

Training

NBM is committed to providing training on the requirements of Ontario's accessibility laws and the Ontario Human Rights Code as it applies to individuals with disabilities.

Actions Taken

- Provide training as part of the onboarding and orientation process-2015
- Maintain records of all training-2015

Design of Public Spaces

Actions Taken/ Ongoing

- If NBM undergoes construction of office spaces, ensure that applicable design of public space standard is followed.

Monitoring, Review and Filing

- Review accessibility plans and practices annually to ensure alignment with best practices and changing requirements.
- File accessibility reports as required.

Further Information

If there are questions about the Multi-Year Accessibility Plan, please contact the HR Coordinator at 905-845-7770 or info@nbmengineering.com