

VelocityEHS AODA Multi-Year Accessibility Plan

Introduction

This accessibility plan outlines the policies and actions that VelocityEHS will put into place to improve opportunities for people with disabilities. VelocityEHS multi-year accessibility plan will be reviewed and updated at least once every five (5) years, and as required. The multi-year accessibility plan will reflect VelocityEHS accomplishments in improving our services for those with disabilities, and to maintain compliance with the Integrated Accessibility Standards Regulations (the "IASR").

Statement of Commitment

VelocityEHS is committed to treating all people in a way that allows them to maintain dignity and independence. We believe in inclusion and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with disabilities Act.

PAST ACHIEVEMENTS TO REMOVE AND PREVENT BARRIERS

Training

Accessibility and inclusion of people with disabilities is a core value of VelocityEHS, and for that reason, we provide training to all current and new employees. The content of the training is focused on customer service and accessibility standards and integrated accessibility standards. Training will be provided in a way that suits the duties of employees and other staff members. Training for all employees occurs every July of the calendar year. Mandatory training content will be reviewed and updated as needed to ensure compliance.

Emergency Procedures / Accessible Emergency Information

VelocityEHS is committed to continue to provide all employees with available emergency response information in an accessible format upon request. We will also provide employees with disabilities with individual emergency response information. Individualized workplace emergency response information will also be reviewed if the employee moves location or as required.

Recruitment, Assessment, and selection processes

VelocityEHS will continue to notify the public and staff that, when requested, we will accommodate people with disabilities during the recruitment and assessment and when people are hired. VelocityEHS will inform applicants about the availability of accommodation when called in for an interview, during the selection process, at the time of a job offer and during orientation. We will continue to update job postings to include an accessible statement as well as continually reviewing recruitment policies and procedures to ensure compliance.

Information and Communications

VelocityEHS will consult with people with disabilities to determine their information and communication needs. We will continue to ensure that feedback processes are accessible to people with disabilities, including providing accessible formats and communication supports, upon request.

Documented Individual Accommodation Plans/ Return to Work Process

VelocityEHS will continue writing procedures for the development of individual accommodation plans. Regarding return to work processes, we will continue to develop return to work processes for employees who have been absent due to a disability. We will continue to document and track all individual return-to-work plans in a confidential manner.

Performance management, career development and deployment

VelocityEHS ensures that accessibility needs of employees with disabilities are taken not account when using performance management processes. We will also ensure accessibility needs of employees with disabilities, as well as individual accommodation plans, are considered when providing career development and advancement opportunities. Accessibility needs and individual accommodation plans are also considered when deploying employees with disabilities.

STRATEGIES AND ACTION PLAN

Accessible formats and communication Support

VelocityEHS will take the following steps to make sure all websites and content conform to WCAG 2.0, Level AA by January 1st, 2021, except for exclusions set out in the Integrated Accessibility Standards Regulation (IASR).

QUESTIONS/FEEDBACK

Questions or comments regarding VelocityEHS's Multi-year Accessibility Plan are encouraged and welcomed. Should you also require this document in an accessible format please contact:

In person: VelocityEHS
586 Argus Road, 3rd Floor Oakville, Ontario

By mail: VelocityEHS
586 Argus Road, 3rd Floor Oakville, Ontario L6J 3J3

By Email: hropolicy@ehs.com

By Telephone: (416) -410-4817, (289)-204-7865

