



## Accessibility Plan and Policies for ABS Friction Inc.

November 14, 2014

This **2014-21** accessibility plan outlines the policies and actions that **ABS Friction Inc.** will put in place to improve opportunities for people with disabilities.

### Statement of Commitment

**ABS Friction Inc.** is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration 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.

### Accessible Emergency Information

**ABS Friction Inc.** is committed to providing the customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

### Training

**ABS Friction Inc.** will provide training to employees, volunteers and other staff members on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees, volunteers and other staff members.

**ABS Friction Inc.** will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws by **January 1, 2015**.

- train existing employees for awareness of the AODA
- ensure those employees whose activities directly interact with customers receive detailed training on how to interact and communicate with people with various types of disabilities including assistive devices, service animals and support personnel
- include awareness training in all new employee orientation programs

### Kiosks

**ABS Friction Inc.** does not currently utilize kiosks, but if the need is presented in the future we will ensure employees consider the needs of people with disabilities when designing, procuring or acquiring self-service kiosks by January 1, 2015.



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### Information and communications

**ABS Friction Inc.** is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs.

**ABS Friction Inc.** will take the following steps to make ensure existing feedback processes are accessible to people with disabilities upon request by **January 1, 2015**.

- Link on website for feedback via email
- Website to show direct phone line for HR

**ABS Friction Inc.** will take the following steps to make sure all publicly available information is made accessible upon request by **January 1, 2016**.

- Link on website for policies

**ABS Friction Inc.** will take the following steps to make all websites and content conform to WCAG 2.0, Level AA by **January 1, 2021**.

- All new sites to be developed with the WCAG 2.0 level AA standard
- Existing sites to be reviewed for changes to level AA



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### Employment

**ABS Friction Inc.** is committed to fair and accessible employment practices. We will take the following steps to notify the public and staff that, when requested, **ABS Friction Inc.** will accommodate people with disabilities during the recruitment and assessment processes and when people are hired.

- Job postings for positions at ABS will note that we will make accommodations for people with disabilities to the extent that is practicable for any successful candidate that meets the skills and abilities requirements for the position

**ABS Friction Inc.** will take the following steps to develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability.

- The existing return to work process (2014 ABS Modified Work Program w\_PLAN) will be utilized.

We will take the following steps to ensure the accessibility needs of employees with disabilities are taken into account if **ABS Friction Inc.** is using performance management, career development and redeployment processes.

- Reviewed Annually

**ABS Friction Inc.** will take the following steps to prevent and remove other accessibility barriers identified.

- Reviewed Annually



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### **Design of Public Spaces**

**ABS Friction Inc.** will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces. Public spaces include:

Outdoor public eating areas

Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals

Accessible off street parking

Service-related elements like service counters, fixed queuing lines and waiting areas

**ABS Friction Inc.** will put the following procedures in place to prevent service disruptions to its accessible parts of its public spaces.

In the event of a service disruption, we will notify the public of the service disruption and alternatives available.

### **For More Information**

For more information on this accessibility plan, please contact our Human Resources Department at:

Phone: 226-217-2229

Email: [HR@ABSFriction.com](mailto:HR@ABSFriction.com)

Accessible formats of this document will be made available within a reasonable timeframe upon request from our HR Department.