

## AODA Multi-Year Plan (Ontario) - Removing Barriers



<u>ACTIONS</u>	<u>LOCATION</u>	<u>TYPE OF BARRIER</u>	<u>RESPONSIBILITY</u>	<u>COMPLETION DATE</u>	<u>ACTION TAKEN</u>
Train Reception staff on accessibility policy and how to handle visitors with disabilities	Ontario locations	Attitudinal Barrier	Mfg and Sales Mgrs	Ongoing as new employees hired for Admin and CSR roles	Admin staff and Customer Service staff completed training module
Provide online training material in SCORM format that is accessible, including transcripts	Ontario locations	Information and Communications barrier	Human Resources	Ongoing as new training material made available to employees	Online courses purchased with accessibility features. New internal courses transferred to SCORM format
Include message on website that Plasti-Fab welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.	Ontario locations	Employment	Human Resources	Posted 2016	
Increase font size for Emergency Plan information in Kitchener	Ontario locations	Attitudinal Barrier	HR / Mfg Managers	June 2016	Emergency map enlarged to poster size
Certain scents or products may be difficult for employees with allergies or very scent sensitive	Ontario locations	Systemic Barrier	HR / Safety	Sept 2014	Implemented Fragrance-free where required