

Accessibility Plan

Date: August 30, 2024

1. Introduction

1.1 Purpose

This Accessibility Plan outlines Hallcon's commitment to creating an inclusive and accessible workplace for all employees, including those with disabilities.

1.2 Scope

This plan applies to all Canadian federally regulated employees, contractors, and other personnel at Hallcon.

2. Accessibility Policy Statement

2.1 Commitment to Accessibility

Hallcon is dedicated to ensuring accessibility and inclusivity in our workplace. We are committed to identifying and removing barriers, providing accommodations, and fostering a culture of respect and inclusion.

2.2 Leadership and Responsibilities

The Director of Risk and Compliance is responsible for overseeing the implementation of this plan. For inquiries, please contact Caitlin Warner at (416)730-2717.

3. Barrier Identification and Removal

3.1 Physical Barriers

- Assessment: Access to office via centre tower. Ramps into the building are located at Entrance A near Sobeys, Entrance D near the daycare, and Entrance E near Co-operators. There is also a ramp from the food court to the East Tower.
- Action Plan: No action needed.

3.2 Digital Barriers

- Assessment: Evaluated digital platforms (ex: websites and software) for accessibility compliance.
- Action Plan: Implement necessary changes to ensure digital content is accessible, including updating website accessibility features.

3.3 Communication Barriers

- Assessment: Reviewed communication methods and materials for accessibility.
- Action Plan: Provide alternative formats (ex: large print, audio, etc.) and communication support services (ex: interpreters and captioning).

4. Accessible Employment Practices

4.1 Recruitment and Hiring

- Accessible Job Postings: Ensure job postings are accessible and provide instructions for requesting accommodations.
- Interview Accommodations: Offer accommodations for interviews upon request.

4.2 Accommodation Procedures

- Request Process: Establish a clear process for employees to request accommodations. Requests should be made to Caitlin Warner at (416)730-2717.
- Implementation: Provide accommodations promptly and review their effectiveness regularly.

4.3 Training and Awareness

- Employee Training: Provide mandatory training on accessibility and inclusivity for all employees.
- Manager Training: Offer specialized training for managers on handling accommodation requests and fostering an inclusive environment.

5. Feedback and Consultation

5.1 Feedback Mechanism

- Process: Employees can provide feedback on accessibility issues via email.
- Review: Regularly review and address feedback to improve accessibility measures.

5.2 Employee Involvement

- Consultation: Involve employees in the development and review of the accessibility plan to ensure it meets their needs.

6. Accessibility Features and Supports

6.1 Assistive Technologies

- Provision: Offer necessary assistive technologies or adaptive devices to employees who need them.

6.2 Workspace Adjustments

- Modifications: Adjust workstations and work environments to accommodate employees with disabilities.

7. Compliance and Monitoring

7.1 Regular Reviews

- Review Schedule: Conduct regular reviews of the accessibility plan and update it as needed to ensure compliance and address emerging issues.

7.2 Reporting

- Documentation: Document progress in implementing accessibility measures and resolving barriers, and report on these findings annually.

8. Accessibility Training and Awareness

8.1 Training Programs

- Employee Training: Implement training programs on accessibility for all employees.
- Manager Training: Provide specialized training for managers to handle accessibility issues and support an inclusive culture.

9. Emergency Preparedness

9.1 Emergency Plans

- Accessible Procedures: Develop and communicate accessible emergency procedures to all employees, including those with disabilities.

10. Document Accessibility

10.1 Accessibility of Plan

- Format: Ensure this accessibility plan is available in accessible formats (ex: large print and braille) upon request.

11. Contact Information

For more information about this Accessibility Plan or to request accommodations, please contact:

Name: Caitlin Warner

Position: Human Resources Manager

Contact Information: (416) 730-2717

Email Address: cwarner@hallcon.com

12. Approval and Review

Name: Katelynn Paul

Position: Sr. Director of Human Resources

Date: 09/11/2024

Next Review Date: July 31, 2025