

Brannon Steel's Accessibility Plan summarizes the steps that have been taken, and that will be taken, to meet our commitment to accessibility as described in our Accessibility Policy. It addresses the relevant sections of the Integrated Accessibility Standards and Accessibility Standards for Customer Service made under the Ontarians with Disabilities Act, 2005.

ACCESSIBILITY STANDARDS FOR CUSTOMER SERVICE

SERVICE ANIMALS

On January 1, 2012, Brannon Steel established that a person with a disability using a service animal will be permitted to enter the premises with the animal and will be able to keep the animal with them while on the premises. Access to the premises for a person with a disability using a service animal will not be restricted in any way in comparison to a person who does not use a service animal except where there is a good faith concern for the health and safety of the person using the service animal or for the service animal. Where such a concern exists, it will be communicated to the person with the disability who will be consulted regarding a suitable solution.

SUPPORT PERSONS

On January 1, 2012, Brannon Steel established that a person with a disability accompanied by a support person will have free access to the support person at all times while on the premises. Access to the premises for a person with a disability accompanied by a support person will not be restricted in any way in comparison to a person who is not accompanied by a support person. A support person accompanying a person with a disability is subject to all the policies and rules that apply to visitors at Brannon Steel.

NOTICE OF TEMPORARY DISRUPTIONS

On January 1, 2012, Brannon Steel established that a written notice of any temporary disruption to facilities or services that are normally used by persons with disabilities will be prominently displayed in its main reception area. The notice will be displayed in the format approved by Senior Management and will include the nature of, reason for, and estimated duration of, the disruption.

INTEGRATED ACCESSIBILITY STANDARDS

GENERAL

Accessibility Plan

On January 1, 2014, Brannon Steel put in place this documented Accessibility Plan (the Plan) to outline its strategy to prevent and remove barriers from the workplace and to improve opportunities for people with disabilities. The Plan will be posted on Brannon Steel's Intranet site and website, will be made available in an accessible format upon request, and will be reviewed at least once every five years.

Training

On January 1, 2015, Brannon Steel established that all employees, volunteers, people who participate in developing its policies, and other people who provide goods, services, or facilities on its behalf, will receive training regarding the Plan, the accessibility standards and the Human Rights Code. The training will be appropriate for the scope of each person's duties and responsibilities under the Plan, the accessibility standards and the Human Rights Code and will be provided at the time the person is hired, as soon as is practical thereafter, or after changes are made to Brannon Steel's accessibility policies. Records of training will be maintained including the date on which training was provided and the number of people who were trained.

INFORMATION & COMMUNICATION STANDARDS

Feedback

On January 1, 2015, Brannon Steel established that processes for receiving and responding to feedback will be accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communication supports upon request.

Accessible Formats & Communication Support

On January 1, 2016, Brannon Steel established that, upon request, it will provide, or arrange for the provision of, accessible formats and communication supports for people with disabilities in a timely manner that takes their specific accessibility needs into account. We will consult with the person making the request to identify a suitable accessible format or communication support and will notify the public of the availability of accessible formats and communication supports.

Emergency Procedures, Plans, or Public Safety Information

On January 1, 2012, Brannon Steel established that any emergency information made available to the public will be provided in accessible formats or with appropriate communication supports as soon as is practical when requested.

Accessible Websites and Web Content

On January 1, 2014, Brannon Steel established that new internet websites and web content will meet the requirements of the standard by complying with Web Content Accessibility Guidelines (WCAG) 2.0 Level A.

Beginning January 1, 2021, Brannon Steel will ensure that all internet websites and web content meet the requirements of the standard by complying with Web Content Accessibility Guidelines (WCAG) 2.0 Level AA subject to the exceptions noted in the standard.

EMPLOYMENT STANDARDS**Recruitment**

On January 1, 2016, Brannon Steel began notifying its employees and the public of the availability of accommodation for applicants with disabilities in its recruiting process.

Recruitment, Assessment or Selection Process

On January 1, 2016, Brannon Steel began notifying job applicants who are selected to participate in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used.

If a selected applicant requests an accommodation, Brannon Steel will consult with the applicant and provide, or arrange for the provision of, a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

Notice to Successful Applicants

On January 1, 2016, Brannon Steel began notifying successful applicants of its policies for accommodating employees with disabilities when making offers of employment.

Informing Employees of Support

On January 1, 2016, Brannon Steel began informing its employees of its policies (and any amendments or updates to these policies) used to support employees with disabilities, including policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. This information is provided to new employees as soon as is practicable after beginning employment.

Accessible Formats & Communication Supports for Employees

On January 1, 2016, and where an employee with a disability requests it, Brannon Steel began consulting with employees with disabilities to provide, or arrange for the provision of, accessible formats and communication supports for information that is needed in order to perform the employee's job and information that is generally available to employees in the workplace. Brannon Steel will consult with the employee making the request in order to determine the suitability of an accessible format or communication support.

Workplace Emergency Response Information

On January 1, 2012, and as soon as practicable after becoming aware of the need for accommodation due to an employee's disability, Brannon Steel began providing individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and Brannon Steel is aware of the need for accommodation due to the employee's disability.

Where an employee who receives individualized workplace emergency response information requires assistance, Brannon Steel will, with employee's consent, provide the workplace emergency response information to the person designated by Brannon Steel to provide assistance to the employee.

Brannon Steel will review the individualized workplace emergency response information when the employee moves to a different location in the organization, when the employee's overall accommodation needs or plans are reviewed, and when general emergency response policies are reviewed.

Documented Individual Accommodation Plans

On January 1, 2016, Brannon Steel put in place a written process for the development of documented individual accommodation plans for employee with disabilities including the elements described in the standard.

Individual accommodation plans will include an information regarding accessible formats and communication supports provided (if requested) as well as individualized workplace emergency response information (if required), and will identify any other accommodation that is to be provided.

Return to Work Process

On January 1, 2016, Brannon Steel put in place a written return to work process for employees who have been absent from work due to a disability and who require disability-related accommodation in order to return to work.

The return to work process outlines the steps Brannon Steel will take to facilitate the return to work of employees who were absent because their disability required them to be away from work and will use documented individual accommodation plans as part of the process.

This return to work process does not replace or override any other return to work process create by or under any other statute, including but not limited to the *Workplace Safety and Insurance Act*.

Performance Management

On January 1, 2016, Brannon Steel began taking into account the accessibility needs of employees with disabilities, including individual accommodation plans, when applying performance management processes to employees with disabilities.

Career Development & Advancement

On January 1, 2016, Brannon Steel began taking into account the accessibility needs of employees with disabilities, including individual accommodation plans, when providing career development and advancement to employees with disabilities.

Redeployment

On January 1, 2016, Brannon Steel began taking into account the accessibility needs of employees with disabilities, including individual accommodation plans, when redeploying employees with disabilities.

QUESTIONS

Questions regarding this Plan, including requests for copies in alternative formats, should be directed to the Human Resources Manager by phone at (905) 453-4730 or by email at info@brannonsteel.com.