



Accessibility Policy and Multi-Year Accessibility Plan

STATEMENT OF COMMITMENT

Canada Rubber Group is committed to serving our customers, collaborating with our suppliers and interacting with staff members in a way that respects the dignity and independence of people with disabilities. We are also committed to preventing and removing barriers to accessibility and providing people with disabilities the same opportunity to obtain, and benefit from, our goods and services in the same place and in a similar way as other customers, suppliers and employees.

GENERAL REQUIREMENTS

Accessibility Policy and Multi-Year Accessibility Plan

This 2012-2021 accessibility plan outlines the policies and actions that Canada Rubber Group will put in place to improve opportunities for people with disabilities.

- The Multi-Year Accessibility Plan was created to identify, remove and prevent barriers to accessibility.
- The Accessibility Policy and Plan are posted on Canada Rubber Group's website at www.canadarubbergroup.com. Upon request, Canada Rubber Group will provide a copy of the Accessibility Policy and Plan in an accessible format.
- The Multi-Year Accessibility Plan will continue to be reviewed and updated at least once every five years.

Training

Canada Rubber Group 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 others who interact with the public on our behalf.

Canada Rubber Group takes the following steps to ensure employees are provided with the training needed to meet Ontario's accessibility laws:

- All employees and volunteers will receive training on the requirements of accessibility standards and the Human Rights Code as soon as possible after commencement of employment.
- Records of training are kept and maintained.

INFORMATION AND COMMUNICATION STANDARDS

Canada Rubber Group is committed to meeting the communication needs of people with disabilities.

Feedback

Canada Rubber Group will ensure that all feedback processes across the organization, both internally and externally are accessible to persons with disabilities by providing or arranging for accessible formats and communications supports upon request.

- Canada Rubber Group will consult with people with disabilities to determine their information and communication needs.
- Human Resources will accept feedback at 1-800-668-0646 or by mail to 405 Lake Road, Unit 3, Bowmanville ON, Canada L1C 4P8.

Accessible Websites and Web Content

Canada Rubber Group will ensure that all internet websites, including web content conform with WCAG 2.0 Level AA.

EMPLOYMENT STANDARDS

Canada Rubber Group is committed to fair and accessible employment practices to all its prospective and current employees.

Recruitment

Canada Rubber Group is committed to notifying its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process.

- Canada Rubber Group will notify job applicants, when they are individually selected to participate further 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, Canada Rubber Group 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.
- When making offers of employment, Canada Rubber Group will notify the successful applicant of its policies for accommodating employees with disabilities.

Informing Employees of Supports

- Canada Rubber Group will continue to inform its employees of its policies (and any updates to those 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 will be provided to new employees as soon as practicable after commencing employment.

Accessible Formats and Communication Supports for Staff

- Upon the request of an employee with a disability, Canada Rubber Group will consult with the employee to provide, or arrange for the provision of accessible formats and communication supports for information that is needed to perform his/her job, and information that is generally available to other employees, including information as it relates to conducting performance management, providing career development and advancement to employees, or when redeploying employees.
- In determining the suitability of an accessible format or communication support, Canada Rubber Group will consult with the employee making the request.

Workplace Emergency Response Information

- Employees can request for accommodation in an event of a workplace emergency.
- Individualized workplace emergency response information will be provided to employees who have a disability, if the disability is such that the individualized information is necessary, and if Canada Rubber Group is aware of the need for accommodation due to the employee's disability. Canada Rubber Group will provide this information as soon as practicable after becoming aware of the need for accommodation.
- Where the employee requires assistance, Canada Rubber Group will, with the consent of the employee, provide the workplace emergency response information to the person designated by Canada Rubber Group to provide assistance to the employee.
- Canada Rubber Group will review the individualized workplace emergency response information when the employee moves to a different location in the organization and when the employee's overall accommodations needs or plans are reviewed.

Documented Individual Accommodation Plans

- For those employees who require individual accommodation due to a disability, Canada Rubber Group is committed to documenting individual accommodation plans as well as maintaining a written process for the development of accommodation plans. Individual accommodation plans will include individualized workplace emergency response information (where required), and will identify any other accommodation including accessible formats and communications supports provided.

Return to Work Process

- Canada Rubber Group maintains a documented return to work process for its employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work.
- The return-to-work process outlines the steps Canada Rubber Group will take to facilitate the return to work and will include documented individual accommodation plans as part of the process.
- This return-to-work process will not replace or override any other return to work process created by or under any other statute (i.e., the Workplace Safety Insurance Act, 1997).

Performance Management, Career Development and Redeployment

- Canada Rubber Group takes into account the accessibility needs of employees with disabilities as well as individualized accommodation plans, when conducting performance management, providing career development and advancement to employees, or when deploying employees.

FOR MORE INFORMATION

For more information on this accessibility plan or to request for an accessible format of this document, please contact the following:

Human Resources Department
405 Lake Road, Unit 3
Bowmanville, ON
L1C 4P8
Tel: 1-800-668-0646
Local: 905-725-9800
Fax: 905-725-2987