



Armatec 衛
SURVIVABILITY

Armatec Survivability Integrated Accessibility Multi Year Plan

**Accessibility for Ontarians with Disabilities Act
(AODA), 2005**

**Ontario Regulation 191/11 Integrated Accessibility
Standards**

Type of Company: **Private**

Number of Employees: **+50**



Armatec Survivability Statement of Commitment

Armatec Survivability Corporation is committed to providing a barrier-free environment for our clients/customers, employees, job applicants, suppliers, visitors, and other stakeholders who enter our premises, or access our information. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (AODA) 2005, Customer Service Standard, and the Ontario Regulation 191/11 Integrated Accessibility Standards (IASR).

We are committed to ensuring our organization's compliance with accessibility legislation by incorporating policies, procedures, equipment requirements, training for employees, and best practices. We will review these policies and practices on a regular basis.



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GENERAL REQUIREMENTS

Year	Requirement	Armatec Steps/Progress	Compliance Date	Status
2012	AODA establishment of accessibility policies Customer Service O. Reg. 429/07	AODA Policy put in place and rolled out to employees	2012	Completed
	Training for employees and volunteers	Training conducted	2012	Completed
	Emergency procedure, plans or public safety information: Every obligated organization shall prepare emergency procedures, plans or public safety information and make the information available to the public	Armatec will include the emergency procedures in the customers forms suchs as Vistors request forms Emergency procedure - in accesible formats or with communication supports on request.	2012	Completed
2014	IASR establishment of accessibility policies Customer Service O. Reg. 191/11	IASR policy will be create and rolled out	2014	Completed
	Accessibility plan O. Reg. 191/11 (a) establish, implement, maintain and document a multi-year accessibility plan, (b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request;(c) review and update the accessibility plan at least once every five years	Multi year plan established and Implemented Multiyear plan will be post on the company website	2014	Completed
	Accessible websites and web content-must conform with WCAG2.O Level A - New webistes	Armatec is reviewing its currente website to conform with WCAG2 level A	2014	N/A
2015	Training: Every obligated organization shall ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities to, a) all employees, and volunteers; (b) all persons who participate in developing the organization's policies; and (c) all other persons who provide goods, services or facilities on behalf of the organization	Determinate procedure to training, dates and levels	January 1,2015	Ongoing
	Accessible feedback processes: Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communications supports, upon request	Armatec website-accessability icon to take public to Customer Service Feedback form in place . Selected staff will be trained on how handle feedback documents and processes	January 1,2015	Ongoing
2016	Accessible formats and communication supports (1)Every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities.(a) in a timely manner that takes into account the person's accessibility needs due to disability; and (b) at a cost that is no more than the regular cost charged to other persons.(2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support. (3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	Will review the accesibles formats and communication supports that our company will provide to persons with disabilities upon request Ensure these formats can be provide in a timely manner Training our staff to provide accessible formats and communication support as request Post on website	January 1,2016	Ongoing



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EMPLOYMENT STANDARD

Year	Requirement	Armatec Steps / Progress	Compliance Date	Status
2016	Recruitment: Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	Armatec's website, job posting and other documents contains the following statement: Armatec is an Equal Opportunity Employer and welcomes applications from designated minority groups including women, Aboriginal peoples, persons with disabilities and visible minorities	January 1,2016	Completed
	Recruitment process: an employer shall notify job applicants, when they are individually 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.	Armatec's interview request template includes statement	January 1,2016	Completed
	Notice to successful applicants: Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	Template regarding Offers of Employment will include information relevant	January 1,2016	Ongoing
	Informing employees of Supports : Every employer shall inform its employees of its policies used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. (2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment. (3) Employers shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	New Hire Checklist QF062-01-1 includes training on AODA policies as well as Emergency Plans Any change to AODA policies or Emergency plans will be communicated via email as per the DCR process	January 1,2016	Ongoing
	Accessibility formats : Where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for,(a) information that is needed in order to perform the employee's job; and(b) information that is generally available to employees in the workplace	Armatec is prepared to provide assistance to individuals as per Armatec's related policies.	January 1,2016	Completed
	Workplace Emergency Information: Every employer shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability.	AHS-W004 Emergency Response Procedure will be edited to include individualized support during emergencies	January 1,2016	Ongoing
	Documented individual accommodation plans /Return to work / Redeployment Employers, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities/ return to work / redeployment	Armatec has documented policies in places	January 1,2016	Completed
	Performance management An employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.	Human Resources current policies and process will be review and the requirements of the Employment Standard will be updated	January 1,2016	Ongoing
	Career development and advancement An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees	Human Resources current policies and process will be review and the requirements of the Employment Standard will be updated	January 1,2016	Ongoing
2019	Review Accessibility plans review and update the accessibility plan at least once every five years.	Plan will be review	January 1,2019	Ongoing
2021	Accessible websites and web content-must conform with WCAG2.0 Level AA s.14 (excluding live captioning and audio description)	IT will review the current web design and will incorporate accessibility standards based on WACG 2.0 A & AA requirements	January 1,2021	Ongoing



For More Information

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