

Appendix A: Sample Accessibility Policies and Multi-Year Accessibility Plan

Accessibility Plan and Policies for Inflammax Research Inc.

This 2014-21 accessibility plan outlines the policies and actions that Inflammax Research Inc. will put in place when and if permissible to improve opportunities for people with disabilities.

Statement of Commitment

Inflammax Research Inc. is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act when and if permissible.

Accessible Emergency Information

Inflammax Research Inc. is committed to providing the customers and clients with publicly available emergency information in an accessible way upon request. We will also provide any of employees with disabilities with individualized emergency response information when necessary.

Training

Inflammax Research Inc. 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 other staff members.

Inflammax Research Inc. will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws by **January 1, 2015**:

- Free training on-line as provided by the Ministry and mandated through Inflammax Research Inc. The link will be provided to all staff members to complete their training as per the policy of Inflammax Research Inc. for all staff and employees of Inflammax Research Inc.
http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/understanding_accessibility/videos_stories_tips.aspx

- Click the tab (in the middle of page in the box):
Serve-Ability: Transforming Ontario?s Customer Service
- There is also free training provided through www.accessforward.ca Employees are required to complete the first three (3) modules. Power point slides will also be provided as part of on-boarding for new hires for **General Requirements Training, Information and Communication Standards Training, and Employment Standard Training.**

Information and communications

Inflamax Research Inc. is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs.

Inflamax Research Inc. has taken the following steps to make our websites and content on those sites conform to WCAG 2.0, Level A

- We have posted our policy regarding accessibility in the workplace on our company website.

Inflamax Research Inc. will take the following steps to make ensure existing feedback processes are accessible to people with disabilities upon request by **January 1, 2015:**

- Inflamax Research Inc. has an anonymous suggestion box allowing individuals to come forth anonymously.
- Inflamax Research Inc. allows all employees to provide feedback directly to customer service and the Human Resources Department via phone, email and fax.

Inflamax Research Inc. will take the following steps to make sure all publicly available information is made accessible upon request by **January 1, 2015:**

- All updated information will be posted internally for all staff for compliance
- All additional and updated information will be amended for compliance and publicly posted on our corporate website.

Inflamax Research Inc. will take the following steps to make all websites and content conform to WCAG 2.0, Level AA by **January 1, 2021:**

- written web content is stated in clear language
- Inflamax Research Inc. will simplify the navigation through the website with the simplicity of a keyboard.

Employment

Inflamax Research Inc. is committed to fair and accessible employment practices.

We will take the following steps to notify the public and staff that, when requested, Inflamax Research Inc. will accommodate when and if possible, people with disabilities during the recruitment and assessment processes and when people are hired:

- We are accessible because we have trained our employees through communication under the training providing by the Ministry.

Inflamax Research Inc. will take the following steps to develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability:

- As per compliance and mandated through the Ministry, Inflamax Research Inc. will ensure we have complied with the regulations to ensure we can accommodate individuals when and if possible for returning to work with a disability that caused the absence.

We will take the following steps to ensure the accessibility needs of employees with disabilities needs are taken into account if Inflamax Research Inc. is using performance management and career development:

- Inflamax Research Inc. will ensure each employee is treated fairly and those individuals requiring additional needs are taken into account when evaluating performance and career development.

Inflamax Research Inc. will take the following steps to prevent and remove other accessibility barriers identified when and if possible:

- Inflamax Research Inc. will remove any physical barriers where and if possible that would limit or affect disabled staff.

Design of Public Spaces

Inflamax Research Inc. will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces. Public spaces include:

- Outdoor paths of travel, like ramps and accessible off street parking (handicapped parking spaces).

For more information

For more information on this accessibility plan, please contact the Director of Human Resources at:

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