

## **AODA Multi Year Accessibility Plan**

### **INTRODUCTION**

Mirmil Products is committed to operating in a manner that respects the dignity and independence of persons with disabilities. Our Multi-Year Accessibility Plan outlines the policies, achievements, and actions that the Company has taken and the work underway to improve opportunities for people with disabilities.

### **STATEMENT OF COMMITMENT**

Mirmil Products is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in inclusion and equal opportunity for people with disabilities. 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 Act.

### **STANDARDS OF ACCESSIBILITY UNDER AODA**

#### **GENERAL REQUIREMENTS**

##### **(i) ACCESSIBLE EMERGENCY INFORMATION**

Mirmil Products will provide employees with disabilities individualized emergency response information when necessary, and as soon as practically possible. If an employee who receives individualized workplace emergency response information requires assistance, with the employee's consent, the workplace emergency response information will be given to the designated employee. The Company will continue to review the individualized workplace emergency response plans, when necessary, ie., the location of the employee changes and/or if there are any changes in disability.

##### **(ii) ACCESSIBILITY POLICIES AND PLANS**

Mirmil Products has developed a statement, policy, program, and multi-year plan that outlines strategies and actions to identify, prevent, and remove barriers for persons with disabilities.

##### **(iii) TRAINING**

Mirmil Products provides training to all employees on Accessibility standards. Training is provided in a way that best suits the duties and needs of employees:

- Training resources are provided in an accessible format that takes into account the accessibility needs of a person with a disability
- New employees complete training within the first week of employment
- Training records of participant names and dates of completion are tracked and maintained in a training matrix

#### **CUSTOMER SERVICE STANDARD**

Mirmil Products uses reasonable efforts to ensure that its policies, practices, and procedures are consistent with the following principles:

- Services are provided in a manner that respects the dignity and independence of persons with disabilities
- Persons with disabilities are given an opportunity equal to that given to others to obtain, use, and benefit from our interactions and operations

- Persons with disabilities may use assistive devices and/or support persons in a safe manner as required
- Persons with disabilities and their service animals are accommodated in all aspects of service provision
- Company representatives, when communicating with a person with disability, will do so in a manner that takes into account the person's disability

The following measures have been implemented by Mirmil Products:

- The Accessibility Policy Statement has been published, communicated and is posted on our communication board
- The Multi-Year Accessibility Plan has been created and is available on the corporate website for public viewing
- Training has been provided to address areas on how to better interact with, and/or accommodate persons with disabilities. Completion of training of all employees is tracked and recorded.
- Comments relating to our interactions are welcomed and appreciated. This feedback can be made verbally, by email, or in writing. All feedback is directed to the Human Resources department.
- Any persons with a disability who is accompanied by a support person or by a service animal will be allowed to enter Mirmil Products premises with their support person and service animal. At no time will a person with a disability who is accompanied by a support person or service animal be prevented from having access to their support person and/or service animal while on our premises.

#### **INFORMATION AND COMMUNICATION STANDARD**

Mirmil Products is dedicated to meeting the communication needs of people with disabilities. The Company has undertaken the following plans to ensure compliance with this standard:

- Information is accepted and provided in various formats including verbal, written and face to face
- Our website has been designed to be user friendly. Persons with disabilities are encouraged to contact Mirmil Products via email or phone if they require additional information
- Ensure, when requested, accessible formats and supports for people with disabilities in a timely manner and at no additional cost to others are provided

#### **EMPLOYMENT STANDARD**

Mirmil Products is committed to inclusive and accessible employment practices that attract and retain individuals with disabilities. The Company has taken the following steps to notify the public and employees that, when requested, Mirmil Products will accommodate people with disabilities throughout the recruitment and onboarding process.

##### (i) RECRUITMENT

Mirmil Products is committed to ensuring that our recruitment, selection, and assessment processes are fair and accessible. All supervisors, managers, and employees involved in staffing are required to complete AODA training. The Company has taken the following steps to ensure compliance with this standard:

- Specify that accommodation is available for applicants with disabilities in recruitment process within job descriptions, job postings, interviews, selection, and assessments
- Inform employees of policies supporting persons with disabilities. Provide this information to new employees within the onboarding and integration process.
- Will provide updated information on accommodation policies to employees when changes occur
- Consult with employees to determine suitability of format or support

(ii) DOCUMENTED INDIVIDUAL ACCOMMODATION PLANS

Mirmil Products is dedicated to producing and providing documented individual accommodation that includes the following:

- Participation of the employee requiring the individual accommodation plan
- Ability to request additional/alternative medical or third party assessments to determine if accommodation can be achieved and how
- High level of confidentiality
- Regular review and updates
- Reason for denial if applicable
- Provide individualized workplace emergency response information, if required

(iii) ACCESSIBLE EMERGENCY INFORMATION

Mirmil Products is committed to creating and implementing a process for developing individual accommodation plans and return to work policies for employees that have been absent due to a disability. When applicable, the Company will develop and maintain a return to work process and develop individual accommodation plans for employees.

(iv) PERFORMANCE MANAGEMENT AND CAREER DEVELOPMENT

Mirmil Products is dedicated to ensuring the accessibility requirements of employees with disabilities needs are taken into account with regards to performance management and assessments, career progression plans, and position reassignments. The Company will continue to review and update policies and procedures to include the following elements:

- Accessibility needs of employees with disabilities, as well as individual accommodation plans are taken into account when using performance management processes as well as when providing career development and advancement opportunities
- Accessibility needs of employees with disabilities, as well as individual accommodation plans are taken into account when reassigning employees with disabilities

**DESIGN OF PUBLIC SPACE STANDARD**

When building or making major modifications to public spaces Mirmil Products will establish plans to continue to meet the Accessibility Standards for the design of public spaces.

The Company multi-year accessibility plan can be available in accessible formats upon request.

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