



Accessibility Plan and Policies for Watford Roof Truss Ltd.

This 2014-21 accessibility plan outlines the policies and actions that Watford Roof Truss Ltd Will put in place to improve opportunities for people with disabilities.

Statement of Commitment

Watford Roof Truss Ltd. 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.

Accessible Emergency Information

Watford Roof Truss Ltd. is committed to providing the customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

Training

Watford Roof Truss Ltd. 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.

Watford Roof Truss Ltd. will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws by **January 1, 2015**.

- Document and track training for new hires
- Document and track training for volunteers

Kiosks

N/A will take the following steps to ensure employees consider the needs of people with disabilities when designing, procuring or acquiring self-serving kiosks by **January 1, 2015**

- N/A
- N/A

Information and Communication

Watford Roof Truss Ltd. 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.

Watford Roof Truss Ltd. will take the following steps to make all new websites and content on those sites conform with WCAG 2.0, level A by **January 1, 2014**.

- Large print questionnaire
- Questionnaire online

Watford Roof Truss Ltd. will take the following steps to make sure all publicly available information is made accessible upon request by **January 1, 2016**.

- Inform staff via emails, memos
- Orientations, posting on bulletin boards

Watford Roof Truss Ltd. will take the following steps to make all websites and content conform with WCAG 2.0, level AA by **January 1, 2021**

- Captions on live videos
- Audio and pre-recorded videos

Employment

Watford Roof Truss Ltd. is committed to fair and accessible employment practices.

We will take the following steps to notify the public and staff that, when requested, Watford Roof Truss Ltd. will accommodate people with disabilities during the recruitment and assessment processes and when people are hired.

- Accommodate disabilities during the selections process
- Upon request, consult and accommodate applicant

Watford Roof Truss Ltd. 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 disability.

- Determine if employees need some form of employment related accommodation____
- Agree upon appropriate accommodation measures via RTW plan

We will take the following steps to ensure the accessibility needs of employees with disabilities are taken into account if Watford Roof Truss Ltd. is using performance management, career development and redeployment processes.

- Ensure performance plans are available in accessible formats
- Help employees with disabilities succeed in other positions

Watford Roof Truss Ltd. will take the following steps to prevent and remove other accessibility barriers identified

- Make it accessible upon request
- Provide it as soon as possible

Design of Public Spaces

Watford Roof Truss Ltd. will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces. Public spaces include:

- Recreational trails/beach access routes
- Outdoor public eating areas like rest stops or picnic areas
- Outdoor play spaces, like playgrounds in provincial parks and local communities
- Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals
- Accessible street parking
- Service-related elements like service counters, fixed queuing lines and waiting areas

Watford Roof Truss Ltd. will put the following procedures in place to prevent service disruptions to its accessible parts of its public spaces.

In the event of a service disruption, we will notify the public of the service disruption and alternatives available.

For more information

For more information on this accessibility plan,

please contact: John B Duffield

phone: 519-876-2612

email: johnd@watfordtruss.on.ca

Accessible formats of this document are available free upon request form:

- Large print
- Verbal communication