



Canadian Policies and Procedures

<i>Policy applies to:</i>	<input checked="" type="checkbox"/> <i>All employees</i>	<i>Rev. No. 01</i>
	<input type="checkbox"/> <i>Salaried Only</i>	<i>Revision Date - (08/15/2018)</i>

CpK Interior Products Inc.'s Accessibility Policy is issued in accordance with the Integrated Accessibility Standards Ontario Regulation 191/11 ("IAS").

STATEMENT OF ORGANIZATIONAL COMMITMENT

CpK Interior Products is committed to treating all people in a manner that allows them to maintain their dignity and independence and is committed to the principles outlined in the Accessibility for Ontarians with Disability Act, 2005 (the "Act"). We continue to support measures that promote integration, equal opportunity and the prevention and removal of barriers for people with disabilities. As an employer, CpK Interior Products, will continue to demonstrate leadership for accessibility and will continue to integrate the principles of accessibility into all our regular workplace processes.

MULTI-YEAR ACCESSIBILITY PLAN

In accordance with the requirements established in the IAS, CpK Interior Products has established the following Multi-Year Accessibility Plan (the "Plan") outlining CpK Interior Products' strategy to meet the requirements under the act. CpK Interior Products has posted the Plan on the CpK Interior Products website and will provide the Plan in alternate format upon request. CpK Interior Products will review and update the Plan in accordance with the IAS or as required.

A. Training

In accordance with the requirements established in the IAS, CpK Interior Products will provide training to assist employees with understanding the requirements of the Act, including identifying and removing barriers in the workplace, understanding and accommodating various types of disabilities and their impact on work performance and understanding employer obligations related to accommodation.

B. Information and Communication Standard

Feedback

In accordance with the requirements established in the IAS, CpK Interior Products will:

- a) Ensure that the CpK Interior Products' Customer Feedback process is available upon request, that it will continue to be accessible to persons with disabilities, and will provide for the provision of accessible formats and communication supports upon request.
- b) Ensure the public is notified regarding the availability of accessible formats and communication supports. Individuals who wish to provide feedback related to the manner in which CpK provides goods, services and facilities to persons with disabilities may contact CpK's Human Resources Department at telephone number: 519-767-4265 or by email accomodationrequest@cpkip.ca or via mail at CpK Interior Products Inc. 500 Laird Rd. Guelph, ON, N1G 3X7-Attn: H.R. All feedback will be directed to the Human Resources Department and complaints will be reviewed by the Human Resources Department and individuals will be advised of any resulting actions within 15 business days.

Accessible Formats and Communication Supports

In accordance with the requirements established in the IAS, CpK Interior Products will:

- a) Upon request, provide or arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person's accessibility needs and their disability;
- b) Consult with the person making the request in determining the suitability of an alternative format or communication support; and
- c) Notify the public about the availability of accessible formats and communication supports.

Accessible Websites and Web Content

In accordance with the requirements established in the IAS, CpK Interior Products will:

- a) Ensure all new Internet, Intranet websites and web content on those sites will comply with the WCAG 2.0 Level A by January 01, 2014; and
- b) Ensure all Internet, Intranet and web content will comply with the WCAG 2.0 Level AA by January 01, 2021.

C. Employment Standards

Recruitment

In accordance with the requirements established in the IAS, CpK Interior Products will establish necessary policies and/or the process that will:

- a) Ensure employees and the public will be notified about the availability of accommodation for applicants with disabilities in its recruitment processes;
- b) During a recruitment process, notify applicants who are individually selected to participate in an assessment or selection process that accommodations are available upon request in relation to the materials or process used;
- c) Will consult with an applicant who requests accommodation, having regard for the applicant's accessibility needs, on the provision of a suitable accommodation; and
- d) When making an offer of employment a successful applicant will be notified of policies for accommodating employees with disabilities.

Informing Employees of Support

In accordance with the requirements established in the IAS, CpK Interior Products will inform employees of applicable policies and the process used to support employees, including, but not limited to, policies on job accommodation that take into account the employee's accessibility needs due to a disability.



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Accessible Formats and Communication Supports for Employees

In accordance with the requirements established in the IAS, CpK Interior Products will, upon request:

- a) Consult with employees to provide or arrange for the provision of accessible formats and communication supports for:
 - i. information that is needed in order for the employee to perform the employee's job; and
 - ii. information that is generally available to employees in the workplace.
- b) Consult with employees making the request in determining the suitability of an accessible format or communication support.

Workplace Emergency Response Information

In accordance with the requirements established in the IAS, CpK Interior Products will:

- a) Continue to provide individual workplace emergency response information to employees who have a disability:
 - i. where the disability is such that individual information is necessary; and
 - ii. where CpK Interior Products is aware of the need for accommodation due to the employees disability.
- b) Provide individualized information to a person designated by CpK Interior Products to provide assistance to the employee, if such employee with individualized workplace emergency response information requires assistance and provides consent.

Documented Individual Accommodation Plans

In accordance with the requirements established in the IAS, CpK Interior Products will continue to support processes and policies related to Individual Accommodation Plans for employees with disabilities.

Return to Work

In accordance with the requirements established in the IAS, CpK Interior Products will continue to support return to work policies and processes for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.

Performance Management, Career Development and Redeployment

In accordance with the requirements established in the IAS CpK Interior Products will take into account:

- a) The accessibility needs of employees with disabilities, as well as individual accommodation plans, when utilizing performance management;



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- b) The accessibility needs of employees with disabilities with respect to career development and advancement; and
- c) The accessibility needs of employees with disabilities, including individual accommodation plans, when considering redeployment for employees with disabilities.

Maintenance of Accessibility Elements in Public Spaces

In accordance with the requirements established in the IAS, CpK Interior Products Inc. will perform appropriate preventative and emergency maintenance of any accessible elements in public spaces, and will provide notice to the public when accessible elements in public spaces are not in working order and take appropriate steps to maintain alternative accessible elements during any temporary disruptions.

Individuals can obtain a copy of CpK Interior Products Accessibility Policy on the company website.

Accessible formats of these documents are available upon request.

Version	Release Date	Description of Changes
00	12/18/17	Initial Release
01	08/15/18	Revision