



Multi-Year Accessibility Policy and Plan Freshstone Brands Inc.

Statement of Commitment

Freshstone Brands Inc. recognizes the importance of accessibility to allow individuals to maintain their independence and dignity. We are committed to meeting current and ongoing obligations under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

We endeavor to prevent and remove barriers to allow equal opportunity for people with disabilities in accordance with training, information & communication, employment & recruitment, and individual accommodation requirements.

Training

Freshstone Brands provides training to Employees in Ontario on accessibility laws and the Ontario Human Rights Code that relate to people with disabilities.

- Training is provided as it pertains to specific roles in the Company and is available in accessible formats as needed.

Information & Communications

Freshstone Brands is committed to providing information and communications that take into account specific disabilities.

- Human Resources will consult with the individuals requesting accommodation to determine a suitable format for communication and or feedback.
- Freshstone Brands will meet Web Content Accessibility Guidelines (WCAG) 2.0 Level AA for Company website in accordance with Ontario's accessibility laws.

Employment

Freshstone Brands is committed to fair and equitable recruitment practices. Accommodations are available for people with disabilities during all stages of the recruitment and employment process.

Recruitment

- Job postings indicate that accommodations are available during the recruitment and hiring process upon request.
- Offer letters include accessibility information for accommodation requests during employment.
- Employees are informed of company policies and the accommodation process and any changes to policy to support employees with disabilities.

Individual Accommodation Plans and Return to Work

- Documented process utilized for employees with disabilities to support the return-to-work process.
- Personal Emergency Evacuation Plan (PEEP) are utilized to provide assistance to an employee with a disability during an emergency.

Performance management, career development and redeployment processes

- The accessibility needs of employees with disabilities, as well as their individual accommodation plans, will be a part of the performance management, career development and redeployment process.

Changes to Existing Policies

We will modify or remove an existing policy that does not respect and promote the dignity and independence of people with disabilities.

Requesting More Information

For more information on Freshstone Brands Accessibility Policy, please contact Human Resources @ 519-578-2940 x 257.

Multi-Year Accessibility Plan

Actions	Responsibility	Compliance Date	
Part I. GENERAL REQUIREMENTS			
-Establishment of Accessibility Policy -Statement of Commitment	HR Manager	Jan 1, 2015	<input checked="" type="checkbox"/>
a) Multi- Year Accessibility Plan developed, implemented, and maintained b) Post on website, make accessible upon request c) review every 5 years	HR/ ELT/IT	Jan 1, 2015-ongoing	<input checked="" type="checkbox"/>
-Train employees on Accessibility Standards and Human Rights Code -Implemented at hire/ annually thereafter	Human Resources	Jan 1, 2015-ongoing	<input checked="" type="checkbox"/>
Part II. INFORMATION & COMMUNICATION			
-Accessible formats and communication support available upon request and circulated for awareness -Accessible process for receiving/ responding to feedback upon request	Human Resources	Jan 1, 2016	<input checked="" type="checkbox"/>
-Accessible Website & Content compliance in accordance with WCAG 2.0 Level AA	HR/ IT	Jan 1, 2021	<input checked="" type="checkbox"/>
PART III. EMPLOYMENT STANDARDS			
-Recruitment process includes accommodation statement in job postings and job offers to notify applicants and successful candidates that accommodations are available upon request -Employees informed of supports, accessible formats and any changes to Policy	Human Resources	Jan 1,2016-ongoing	<input checked="" type="checkbox"/>
-Emergency Procedures to include Personal Emergency Evacuation Plan (PEEP) for Employees with disabilities	HR/ JHSC/Dept Mgrs	Jan 1, 2016	<input checked="" type="checkbox"/>
-Documented Individual Accommodation Plan Process implemented	Human Resources	Jan 1, 2016	<input checked="" type="checkbox"/>

-Return to Work Process and Redeployment Accommodation in place to address accessibility needs for employees with disabilities	HR/ Managers	Jan 1, 2016	<input checked="" type="checkbox"/>
-Career Development and Performance Management Plans to include accommodation considerations	HR /Managers	Jan 1, 2016	<input checked="" type="checkbox"/>
PART V. COMPLIANCE			
-Compliance Reporting- ongoing	HR Manager	Every 3 yrs.	<input checked="" type="checkbox"/>