



Gincor Werx
210 Harry Walker Parkway
Newmarket, ON
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Phone: (800) 661-3775

Accessibility Plan and Policies for Gincor Werx

Statement of Commitment

In keeping with the Gincor's Corporate Business Principles, it is our objective to create and maintain an integrated climate of equal opportunity and mutual respect. We believe in treating all people, including our employees, customers and partners, in a way that allows them to maintain their dignity and independence. Flowing from this belief, we are committed to meeting the needs of people with disabilities in a timely manner.

The purpose of this Multi-Year Accessibility Plan (the "Plan") is to identify the policies and actions that Gincor will implement through to 2021 in order to prevent and remove barriers to accessibility in its operations and to satisfy its obligations under the Accessibility for Ontarians with Disabilities Act, 2005 and the regulations made thereunder (the "Act"). This plan is reviewed on an annual basis.

Accessibility Policies

Gincor has developed and implemented a variety of accessibility policies designed to meet the needs of people with disabilities. As required, we will review and update these policies on an ongoing basis, in order to ensure that we are meeting our accessibility commitments and the requirements of the Act. Gincor's accessibility policies are available to the public, upon request, including in accessible formats. Please contact us for more information.

Accessible Emergency Information

Gincor is committed to providing its 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 requested.

Training

Gincor believes that its accessibility commitments can only be fully achieved when its employees and those acting on its behalf, have a clear understanding of the issues faced by people with disabilities. Gincor will take the appropriate and required steps to ensure employees are provided with the training needed to meet Ontario's accessible laws by January 1, 2015.

- The training will cover the requirements of the Act as well as under applicable human rights legislation related to people with disabilities.
- At a minimum, the training will be provided to all Ontario employees and those acting on Gincor's behalf in Ontario
- Consideration will be given to whether the training needs to be modified depending on the recipient's function within the organization.
- Training will be updated on an ongoing basis as new employees join the organization and as policies evolve.

Information and Communications

Gincor is committed to meeting the communication needs of people with disabilities. Gincor will take all reasonable steps to ensure websites and content on those sites conform with WCAG 2.0, Level AA by January 1, 2021.



Employment

Gincor is committed to fair and equitable employment practices. We will take the following steps to notify the public and staff that, when requested, Gincor will accommodate people with disabilities during the recruitment and assessment processes and when people are hired.

1. All job postings will have information regarding our Accessibility policies
2. All candidates will be notified in advance of an interview of the policies and reasonable requests will be accommodated.

Gincor will take the following steps to develop and put in place a process for creating individual accommodation plans and return to work programs for employees that have been absent due to a disability.

1. Implementing a formal and documented Return to Work program
2. Implementing a formal and documented Individual Accommodation Policy

Gincor will ensure that the needs of employees with disabilities are taken into account when using performance management, career development, and redeployment processes. Gincor will take all reasonable steps to prevent and remove accessibility barriers identified.

For more information on this accessibility plan please contact:

Brian Jagger, Human Resources at brian.jagger@gincor.com

Accessible formats of this document are available free upon request from Human Resources

Feedback

Gincor is committed to accessibility for its customers and employees. We welcome your comments about our sites or processes. Your feedback will help us make improvement.

There are several options for offering Feedback:

1. Submit your feedback in writing to:
Human Resources
210 Harry Walker Parkway, Newmarket, ON

2. By email: accessibility@gincor.com
3. By Phone: 705-744-5543 Attn: Human Resources

If you request a response Gincor will contact you with 10 working days.
