

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA) POLICY

The Accessibility for Ontarians with Disabilities Act, 2005 (“AODA”) is a provincial act with the purpose of developing, implementing and enforcing accessibility standards in order to achieve accessibility for persons with disabilities with respect to goods, services, facilities, accommodation, employment, building, structures and premises.

PearTree Canada’s Commitment

PearTree Canada is committed to providing services in a way that respects the dignity and independence of people with disabilities, by providing a barrier-free environment for our *clients and employees*.

The following is a summary of the accessibility requirements for compliance. The summary is intended only as a guide to inform and assist PearTree Canada in its accessibility compliance initiatives:

Part 1: General Standards under the AODA

(a) Multi-Year Accessibility Plan

The purpose of this plan is to ensure compliance with the AODA. PearTree Canada commits to review and update the plan once every five years and will post on PearTree Canada’s website.

(b) Training

PearTree Canada will ensure that their employees are trained on Ontario’s accessibility laws as it pertains to people with disabilities. Training will be appropriate to the duties of the employee.

Part 2: Employment Standards under the AODA

(a) Recruitment

PearTree will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process.

PearTree will notify job applicants when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used.

If a selected applicant requests an accommodation, PearTree will consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that accounts for the applicant's accessibility needs due to disability.

(b) Informing Employees

PearTree will notify its employees of existing policies and any updates to those policies with respect to employees with disabilities.

PearTree will also notify any new employees of their policy for accommodating employees with disabilities.

(c) Individual Accommodation Plans

In the event PearTree is made aware of an employee with a disability,
an

individualized accommodation plan will be developed. The plan will include individualized workplace emergency response information (where required) and will identify any accommodation/s that may be required

(d) Accessible Format and Communication Supports for Employees

Upon the request from an employee with a disability, PearTree will consult with the employee to provide or arrange for the provision of accessible formats and communication supports that is needed for the employee to perform their job.

(e) Return to Work Process

In the event an employee of PearTree is absent from work due to a disability and may require an accommodation to return to work, PearTree will maintain a documented return to work process. The return to work process will outline the steps we will take to facilitate the return to work and will include documented accommodation plans short of undue hardship as defined in the Ontario Human Rights Code (or equivalent legislation in the province where the employee resides.) Please also refer to PearTree's "Personal Absence Policy" as outlined in this handbook.

(f) Performance Management, Career Development and Advancement

PearTree will consider the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement to employees, or when redeploying employees.

Part 3: Information & Communications under AODA

(a) Accessible Formats and Communication Supports for clients and employees

Upon request, from a client or employee, PearTree will take all reasonable steps

to provide or arrange for the provision of accessible formats and communication supports in a timely manner.

PearTree will consider the accessibility needs of the person with a disability making the request and will consult with the person to determine the suitability of an accessible format or communication support.

Accessible formats and communication supports will be provided at no additional cost to the person with a disability making the request.

Definitions

Accessible Formats – Any device used to assist a person in performing a task or tasks to aid that person in activities of daily living. A format of communication that may include, but is not limited to large print, recorded audio and electronic formats, Braille or other formats usable by persons with disabilities.

Communication Supports – are supports that individuals with disabilities may need to access information. Some examples include, plain language sign language, as well as reading the information out loud to a person with vision loss, adding captioning to videos or using written notes to communicate with someone who is hard of hearing.

(b) Feedback Process

PearTree's goal is to meet client and employee expectations while serving clients and employees with disabilities. We will ensure that our process for receiving and responding to feedback is accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communications supports upon request.

(c) Emergency Procedures & Plans

Where PearTree becomes aware of the need for individualized emergency response information due to an employee's disability, we will accommodate the employee by preparing and providing him or her with individualized documented emergency response information that is suitable in the circumstances.

Where the employee requires assistance, we will, with the consent of the employee, provide the emergency response information to the person designated by PearTree to assist the employee.

