



## Multi-Year Accessibility Plan - 2021-2026

### STATEMENT OF COMMITMENT

Bay-Lynx Manufacturing Inc. (Bay-Lynx) is committed to providing service excellence and innovative products of the highest quality in a way that respects the dignity and independence of all people. This organization will meet the needs of people with disabilities by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act (AODA). This Multi-Year plan for 2021-2026 outlines the policies and actions that Bay-Lynx will continue to follow to improve circumstances and opportunities for people with disabilities.

Requirement	Description	Status	Date	Considerations	Dept.
Emergency Information	Provide Emergency Information in an accessible format upon request	Complete	Jan '12	*Assess existing emergency response policy *Provide emergency response info to employees and visitors with disabilities	H&S
		Ongoing	Jan '21	*Update emergency response policies for new employees with disabilities as needed	
Training	Provide employee training on AODA standards and the Human Rights Code as it relates to people with disabilities.	Ongoing	Jan '21	*Train new employees during Orientation re: AODA Standard for Customer Service policy *Provide annual refresh training and when policies change *Maintain training records for all employees *Ensure training is in a format that is accessible for employees with disabilities	HR Dept.
Information & Communication	Accessibility info on our website	Ongoing	Jan '21	*Add our AODA Standard for Customer Service Policy and our Multi-Year Accessibility Plan to our website *Add our Accessibility Feedback Form to our website *Test WCAG 2.0 level AA compliance and update as required	Marketing
	Alternate Accessibility Info	Complete	Jan '16	*Provide or arrange for accessible formats for info requested by those with disabilities	HR Dept
Employment	Recruitment and Selection	Ongoing	Jan '16	*Platforms used for recruitment states that we provide accommodation for applicants with disabilities where possible. *Identify Bona Fide Occupational Requirements for each job description – adjust/create accommodation policies as needed *Inform candidates of available accommodations during hiring process and include in job offer for persons with disabilities.	HR Dept
	Return to Work Plans	Ongoing	Jan '16	*Prepare individualized accommodation plans for persons with disabilities returning to work	HR and H&S dept
	Performance Management and Career Development	Ongoing	Jan '16	*Create Policies and Procedures that take into account the accessibility needs of employees with disabilities and their individual accommodation plans during performance management reviews. *Ensure career development opportunities are available to all employees.	HR Dept

