



# OI Group of Companies

## Accessibility Plan Policy

### 2023

#### I. Intent

OI Group of Companies is committed to providing a barrier-free environment for all stakeholders, including clients, employees, job applicants, suppliers, and any visitors who enter the premises, access information provided by the company, or use the company's goods and services.

The company will work to identify and remove barriers, and prevent new barriers, for persons with disabilities as they relate to employment, communication, the built environment, and transportation at OI Group of Companies. This policy outlines the company's accessibility plan and strategy for identifying, removing, and preventing these barriers.

#### II. Definitions

**Barrier:** Anything physical, architectural, technological, or attitudinal, anything that is based on information or communications, or anything that is the result of a policy or a practice that hinders the full and equal participation in society of a person with an impairment, including a physical, mental, intellectual, cognitive, learning, communication, or sensory impairment, or a functional limitation.

**Disability:** Any impairment, including a physical, mental, intellectual, cognitive, learning, communication, and sensory impairment, or functional limitation that is either permanent, temporary, or episodic in nature. It can be evident or not in interaction with a barrier to hinder a person's full and equal participation in society.

#### III. Accessibility Plan

The accessibility plan includes an overview of our policies, programs, practices, and services in relation to the identification and removal of barriers and the prevention of new barriers. The accessibility plan was prepared and published by the Human Resources team, in December of 2023, and updated every three years following that, or sooner if necessary.

The accessibility plan was developed in consultation with persons with disabilities and indicates how they were consulted. This process is followed for the creation of any updates to the plan. OI Group of Companies adheres to all requirements made by regulation in the development and ongoing maintenance of the accessibility plan.

The accessibility plan is written in simple, clear, and concise language to ensure it can be comprehended. The plan includes a "General" section with information, including the name of the designated individual feedback should be submitted to and their company contact information to ensure anyone can request the plan in accessible formats or provide feedback. It

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also includes designated sections on accessibility in the areas of employment, the built environment, information and communication technologies, communication, procurement of goods, services, and facilities, the design and delivery of programs and services, and transportation. The plan also includes a “Consultation” section with information on how consultations with persons with disabilities contribute to preparing the accessibility plan.

The accessibility plan is offered in any of the following formats upon request:

- Print;
- Large print;
- Audio; and
- Electronic.

Requests for accessible formats of the accessibility plan can be made by phone or e-mail.

The accessibility plan will be made available as soon as feasible. In the instance of a request for the plan in an audio format, it will be provided 45 days after the day the request was received. Requests for other formats will be provided within a reasonable amount of time after the day the request was received.

#### **IV. Employment**

OI Group of Companies understands that improving workplace accessibility and ensuring an accessible recruitment and selection process for applicants with disabilities can contribute to a more diverse and welcoming workplace culture. The company makes every effort to identify, remove, and prevent barriers by developing inclusive employment procedures that support persons with disabilities. Where necessary, accommodation is provided during the recruitment and selection stages, and throughout the employment lifecycle. All training and development programs provided consider an employee’s barriers and abilities.

#### **V. Submitting Feedback**

OI Group of Companies welcomes feedback from its employees regarding the accessibility plan and any barriers encountered by persons with disabilities. Employees who provide formal feedback receive acknowledgement of their feedback, along with any resulting actions based on the concerns or complaints they submit.

Employees can submit feedback to:

**HR Team:** Monica Thomson, Ariana Randall

**Phone number:** 1-800-668-9852

**Mailing address:** PO Box 4669, Brantford, ON, N3T 0A0

**E-mail address:** [mthomson@oigroup.ca](mailto:mthomson@oigroup.ca), [arandall@oigroup.ca](mailto:arandall@oigroup.ca)

Employees can provide feedback anonymously if desired, and feedback remains confidential unless the person consents to the disclosure of their personal information. Feedback is received in whatever format the individual providing the feedback is most comfortable with. The feedback process is published in conformance with all applicable legislation. The personal information of anyone who provides feedback remains confidential in accordance with all applicable privacy laws.

#### **VI. Document Retention**

The company keeps detailed records of the creation, implementation, and updating of the accessibility plan and progress reports. The accessibility plan and feedback process are retained for seven years from the publication date. Any feedback provided to the company is retained for seven years from the date it is received. Where necessary, names and personal information of individuals and employees who participated in the feedback process are redacted to ensure confidentiality and privacy.

#### **Acknowledgement and Agreement**

I, \_\_\_\_\_ acknowledge that I have read and understand the  
(Employee Name, please print)  
Accessibility Plan Policy of OI Group of Companies.

Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules or procedures outlined in this policy, I may face disciplinary action up to and including termination of employment.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Witness: \_\_\_\_\_