

This 2021-2026 Accessibility Plan outlines the policies and action that B.C. Instruments has put in place to improve opportunities for people with disabilities.

STATEMENT OF COMMITMENT

B.C. Instruments is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the *Accessibility for Ontarians with Disabilities Act, 2005* ("AODA").

Accessibility for Ontarians with Disabilities Act (AODA), 2005 – Ontario Regulation 191/11, Integrated Accessibility Standards Accessibility Standard	Actions	Implementation Status
Establishment of Accessibility Policies	Accessibility trained and policy formalized. BCI is a Customer Service accessible workplace.	Completed 2014.
Accessibility Plans	Accessibility Policy with multi-year plan created.	Completed 2014.
	Accessibility Compliance Report filed every four years.	Next report scheduled to be filed by JUNE 30, 2021* (COVID-19 extension period).
	AODA items are reviewed within JHSC meetings for a proactive approach to accessibility, identifying barriers to accessibility, and ongoing discussions around accommodation, together with policy reviews conducted by the Human Resources Manager.	Ongoing.
Training	Existing Employees have received AODA-specific training to serve customers of all abilities together with general disability-related policies/procedures. All New Hires receive AODA training within 5-days of Hire. A grade of 80% or more is required to pass this training.	Completed 2015.
Accessible Websites & Web Content	BCI's public website must meet accessibility requirements of WCAG 2.0 at Level AA as of January 1, 2021.	Completed October 23, 2020.
Feedback	The feedback process is accessible by anyone through contact with the Human Resources Manager by mail, telephone, fax, email or in person.	Ongoing.
Accessible Formats & Communication Support	When an accommodation is requested, BCI will consult with the individual to determine the suitability of an accessible format or communication support. Service animals and support persons are welcome within available safe work areas.	Ongoing.
Workplace Emergency Response Information	Publicly available emergency information will be made available in an accessible way upon request. Where an Employee who receives individualized Workplace Emergency Response Information requires assistance and with the Employee's consent, BCI will provide the Workplace Emergency Response Information to the person designated by BCI to provide assistance to the Employee.	Ongoing.
Employment	Recruitment process for New Hires is accessible. Job Applicants informed accommodations available on request and are consulted with to provide/arrange suitable accommodation.	Completed 2016.
	Orientation Manual for New Hires includes information on Employee's Rights and Responsibilities under Ontario Human Rights Code and AODA.	Ongoing.
	Employment practices are accessible and people with disabilities are encouraged to participate in various areas (i.e. recruitment, retention, performance management, and employee development). Policies support addressing the accessibility needs of Employees with disabilities, as well as taking into account individual accommodation plans when redeploying employees with disabilities.	Ongoing.
	Employee Accommodation and Return to Work guidelines provide for development and documentation of individual Accommodation/RTW Plans and Workplace Emergency Response for Employees with Disabilities with their participation required. Information only disclosed to individuals as necessary and in order to achieve the accommodation needs of the person with a disability. There is regular review, updates and communication, including if a request for accommodation being denied. Such Plans are in a format taking into account the needs of the Employee and include where required the Workplace Emergency Response Information.	Ongoing.

B.C. Instruments will review this Multi-Year Accessibility Plan next on/around January 2026 and every 5 years thereafter. To obtain this document in an alternate format, please contact bcibr@bc-instruments.com or 905-939-7323.

For more detailed information on our accessibility policies, plans, and training programs, please contact Human Resources. For more information about the Accessibility for Ontarians with Disabilities Act (AODA,) please visit www.aoda.ca