



ACCESSIBILITY POLICY

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Blackline Aluminum Accessibility Policy

Purpose:

Blackline Aluminum is committed to ensuring accessibility for individuals with disabilities and creating an inclusive environment. This policy outlines our commitment to meeting the accessibility requirements as mandated by the IASR and the AODA, fostering dignity, independence, integration, and equal opportunity for all. This policy applies to all employees, volunteers, contractors, and clients who interact with or are impacted by Blackline Aluminum's services and operations.

Statement Of Commitment

Blackline Aluminum is dedicated to treating all individuals in a way that upholds their dignity and independence. We support integration and equal opportunity and are committed to removing barriers to accessibility in a timely manner.

3. IASR Accessibility Standards

A. Customer Service Standard

- **Accessible Customer Service:** Blackline Aluminum will provide accessible customer service to people with disabilities, ensuring fair and inclusive access to our products and services.
- **Use of Assistive Devices:** Allow individuals with disabilities to use their own assistive devices to access our services and facilities.
- **Service Animals and Support Persons:** Welcome people with disabilities who are accompanied by a service animal or support person.
- **Notice of Temporary Disruptions:** Provide timely notifications about any disruptions to facilities or services relied upon by people with disabilities, including details on alternative arrangements.

B. Information and Communications Standard

- **Accessible Formats and Communication Supports:** Upon request, Blackline Aluminum will provide accessible formats, and communication supports for information needed by individuals with disabilities, ensuring prompt and effective communication.
- **Feedback Process:** Ensure the feedback process is accessible to people with disabilities by providing or arranging for accessible formats and communication supports.
- **Emergency and Public Safety Information:** Make emergency procedures, plans, and public safety information available in accessible formats upon request.

C. Employment Standard

- Recruitment: Inform employees and the public about the availability of accommodation during recruitment processes.
- Accommodation for Employees: Notify employees of policies supporting employees with disabilities, including job accommodations.
- Individual Accommodation Plans: Develop and implement individualized accommodation plans for employees with disabilities.
- Return-to-Work Process: Establish and document a return-to-work process for employees who are absent due to a disability, including any necessary accommodations.
- Performance Management, Career Development, and Redeployment: Consider accessibility needs and individualized accommodation plans when managing employee performance, career advancement, and redeployment.

D. Design of Public Spaces Standard

Blackline Aluminum will ensure that these legal provisions are met on sites that are occupied and sites or properties that it manages, owns and operates to ensure that contractors performing such construction or redevelopment adhere to these requirements.

This includes and not limited to:

Section 80.41(1,2) Service Counters like having clear knee space to accommodate mobility aid from the public facing side, specifically with the dimensions with at least 750 mm wide x 680 mm high x 250 mm deep below the service counter, with an additional toe space beyond of 750 mm wide x 230 mm high x 230 mm deep. The height should not exceed 865 mm above the floor.

4. Training

- Blackline Aluminum will provide training on the IASR and the Ontario Human Rights Code to all employees, volunteers, contractors, and policy developers.
- Training will be ongoing and updated to reflect changes in accessibility standards and company policies.

5. Multi-Year Accessibility Plan

- Blackline Aluminum will maintain and update a Multi-Year Accessibility Plan outlining our strategy for identifying, removing, and preventing barriers to accessibility. This plan will be reviewed at least every five years and made publicly available in accessible formats upon request.

6. Feedback Process

- Blackline Aluminum values feedback on its accessibility policies and services. Individuals can provide feedback in person, by telephone, by email, or by written

submission. Alternative formats and communication supports will be available upon request.

- Feedback will be addressed promptly, and responses will be provided in accessible formats if requested.

7. Modifications to Policies

- Blackline Aluminum is committed to maintaining policies that respect the dignity and independence of individuals with disabilities. Policies will be reviewed and modified as necessary to remain in compliance with the AODA and IASR.
- Any policy that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

Approval:

This policy is approved by Blackline Aluminum's senior management and will be reviewed periodically to ensure compliance with AODA requirements.

Contact Information:

For questions, accessible formats, or feedback, please contact:

Human Resources Department
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