



## INTEGRATED ACCESSIBILITY STANDARDS

Brief Description:	This Accessibility Standard defines the minimum requirements consistent with the Integrated Accessibility Standards Regulations (IASR) under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).
Version:	2.0
Last Updated:	February 2024
Next Update:	December 2026
Document Owner:	Director, Human Resources Operations
Operations Reviewer:	Director, Human Resources Operations HR Compliance Manager

This standard is consistent with the *Integrated Accessibility Standards Regulations (IASR) under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*. The 2016 to 2024 Accessibility Plan outlines the actions that Windsor Salt Ltd. and Kissner Milling Company Ltd. have put in place to improve opportunities for people with disabilities.

### Commitment

**Windsor Salt Ltd.** and **Kissner Milling Company Ltd.** (individually and jointly, each “the **Company**”) is committed to ensuring equal access and participation for people with disabilities. The Company is committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration, and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the *Accessibility for Ontarians with Disabilities Act* and Ontario’s accessibility laws.

The Company is committed to meeting its current and ongoing obligations under the *Ontario Human Rights Code* respecting non-discrimination. We understand that obligations under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* and its accessibility standards do not substitute or limit its obligations under the *Ontario Human Rights Code* or obligations to people with disabilities under any other law. The Company is committed to excellence in serving and providing goods, services or facilities to all customers including people with disabilities. The Company’s accessible customer service policies are consistent with the principles of independence, dignity, integration and equality of opportunity for people with disabilities.

## **Accessibility Plan**

The Company will develop, maintain and document an Accessibility Plan outlining the company's strategy to prevent and remove identified barriers from its workplace and to improve opportunities for persons with disabilities.

The Accessibility Plan will be reviewed and updated at least once every five years. Upon request, the Company will provide a copy of the Accessibility Plan in an accessible format.

## **Training Employees**

The Company will ensure that training is provided on the requirements of the accessibility standards referred to in the Regulation and continue to provide training on the *Human Rights Code* as it pertains to persons with disabilities, to:

- all its employees;
- all persons who participate in developing the Company's policies; and,
- all other persons who provide goods, services or facilities on behalf of the company.

The training will be appropriate to the duties of the employees and other persons.

Employees will be trained when changes are made to the accessibility policy. New employees will be trained during New Employee Orientation.

The Company will keep a record of the training it provides.

## **INFORMATION AND COMMUNICATIONS STANDARDS**

### **Feedback**

The Company will continue to ensure that its 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.

### **Accessible Formats and Communication Supports**

Upon request, the Company will provide, or will arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person's accessibility needs due to disability.

The Company will consult with the person making the request in determining the suitability of an accessible format or communication support.

The Company will also notify the public about the availability of accessible formats and communication supports through this policy posted on the Company website.

### **Accessible Websites and Web Content**

The Company will ensure that our Internet websites, including web content, conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level AA.

## **EMPLOYMENT STANDARDS**

### **Recruitment**

The Company will notify its employees and the public about the availability of accommodations for applicants with disabilities in its recruitment process at the outset of the process.

### **Informing Employees of Supports**

The Company will continue to inform its employees of its policies (and any updates to those policies) used to support employees with disabilities, including policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. This information will be provided to new employees during the new employee orientation.

### **Accessible Formats and Communication Supports for Employees**

Upon the request of an employee with a disability, The Company will consult with the employee to provide, or arrange for the provision of, accessible formats and communication supports for information that is needed to perform his/her job, and information that is generally available to other employees. In determining the suitability of an accessible format or communication support, the Company will consult with the employee making the request.

### **Workplace Emergency Response Information**

The Company will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and if The Company is aware of the need for accommodation due to the employee's disability. The Company will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the employee requires assistance, the Company will, with the consent of the employee, provide the workplace emergency response information to the person designated by the Company to provide assistance to the employee.

The Company will review the individualized workplace emergency response information when the employee moves to a different location in the organization, when the employee's overall accommodations needs or plans are reviewed.

### **Documented Individual Accommodation Plans**

The Company will maintain a written process for the development of documented individual accommodation plans for employees with disabilities.

If requested, information regarding accessible formats and communications supports provided will also be included in individual accommodation plans.

In addition, the plans will include individualized workplace emergency response information (where required) and will identify any other accommodation that is to be provided.

## **Return to Work Process**

The Company maintains a documented return to work process for its employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work.

The return-to-work process outlines the steps the Company will take to facilitate the return to work and will include documented individual accommodation plans as part of the process.

This return-to-work process will not replace or override any other return to work process created by or under any other statute (i.e. the *Workplace Safety Insurance Act, 1997*).

## **Performance Management, Career Development and Advancement & Redeployment**

The Company will take into account the accessibility needs of employees with disabilities, when requested, as well as individual accommodation plans when conducting performance management, providing career development and advancement to employees, or when redeploying employees.

## **Questions about this Policy**

This policy has been developed to break down barriers and increase accessibility for persons with disabilities in the areas of information, communications, and employment. Please contact the local Human Resources Manager or email [recruiting@mortonsalt.com](mailto:recruiting@mortonsalt.com) with any questions or comments regarding this policy.