



WEDLOCK PAPER CONVERTERS LIMITED MULTI-YEAR ACCESSIBILITY PLAN

Statement of Commitment

Wedlock Paper Converters Limited is committed to providing its goods and services in a way that respects the dignity and independence of persons with disabilities, and to giving persons with disabilities the same opportunity to access our goods and services and allowing them to benefit from the same services in the same way and same place as other customers.

Wedlock Paper Converters will establish accessibility plan and post the plan on its website. This plan will be reviewed at least once every 5 years and will include senior management commitment and approval.

Training

Wedlock Paper Converters Limited will provide training to employees and other staff members on Ontario accessibility laws and on the Human Rights Code as it related to people with disabilities. Training will be provided in a way that best suits the duties of employees and other staff members. This will be achieved by January 1, 2024.

1. Employees who have direct client interface or responsible for policy development, implementation, or compliance will receive detailed AODA training.
2. All employees will be made aware of:
 - a. the organization's AODA policy
 - b. the Multi-Year Accessibility Plan (by posting it in high-traffic areas)
 - c. the organization's human rights policy and other inclusive policies
 - d. the Ontario Human Rights Code
3. As new employees are hired they will be covered on the above.
4. As new policies are introduced that may impact the above, employees will be trained and / or notified of such change in accordance with their duties.

Information and Communication

Wedlock Paper Converters Limited is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs.

Wedlock Paper Converters will:

- Post the AODA policy and multi-year plan on the website
- Ensure management and staff are aware of the need to accommodate upon request through training
- Direct requests to Human Resources



- Ensure new websites and web content is accessible according to the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0 Level A by January 1, 2025 This will be achieved by:
 - Consultation with Website Developer/ IT to ensure compliance with WCAG guidelines
 - Regular review of WCAG guidelines for changes and updates
 - Development of progress plan for accessibility

- Ensure all websites and web content conform with WCAG 2.0 Level AA by January 1, 2025. This will be achieved by:
 - Consultation with Website Developer / IT to ensure compliance
 - Review of WCAG guidelines
 - Development of project plan for implementing changes

- Make feedback processes accessible. This will be achieved by December 1, 2024:
 - Review all feedback processes internally and externally and determine what feedback processes will be provided upon request
 - Provide accessible formats and communications supports when requested

- Provide accessible formats and communications supports in a timely manner and at no additional cost when a person with a disability asks for them. This will be achieved by: December 1, 2024
 - Ensure format is provided within 24 hours from time of request
 - Provide text-only files to people who may need to use screen-read software

- Make public emergency information accessible when requested
 - Advise people with disabilities who access the facilities what the emergency processes will be, if required

Employment

Wedlock Paper Converters Limited is committed to fair and accessible employment practices.

It will take the following steps to notify the public and staff, when requested Wedlock Paper Converters Limited will accommodate people with disabilities during the recruitment and assessment processes when people are hired. To be achieved by December 1, 2024.

1. Job postings to include statements that accommodations will be made for people with disabilities.
2. Statement of accommodation to be included on all posting sites.
3. Notify applicants based on required accommodation method.
4. Identification of barriers for interviews: location, time, supports, paper, room set-up. Etc.
5. Establish interview guidelines
6. Refer to accommodation policies in letter of offer/ employment contract, and review of employment policies



Wedlock Paper Converters Limited will take the following steps to develop and put in place a process for developing individual accommodation plans and return to work policies for employees that have been absent due to disabilities.

1. Circulation of policies to management and staff for review
2. Training of management / supervisory staff on accommodation
3. Develop and document individual accommodation plans as required but no less than annually
4. Development of a return to work policy and procedure, including steps to facilitate the return to work

We will take the following steps to ensure the accessibility needs of employees with disabilities are taken into account if Wedlock Paper Converters Limited is using performance management, career development, and redeployment processes.

1. The needs of the employee shall be taken into consideration when providing career development and advancement to its employees with disabilities.

Wedlock Paper Converters Limited will take the following steps to prevent and remove other accessibility barriers identified:

1. Identify communication supports available to employees such as large print, text-reader software, translation, etc.
2. Provide individualized emergency response plan for employees with disabilities where necessary and ensure appropriate parties (as agreed to by the employee) within the organization are made aware of the plan (with employee consent). Such plans shall be reviewed as necessary but not less than on an annual basis.

Design of Public Space

Wedlock Paper Converters Limited will meet the Accessibility Standards for the Design of Public Space when building or making major modifications to public space. Public spaces include:

- outdoor eating areas
- outdoor paths of travel like sidewalk, ramps, stairs, curb ramps
- accessible off-street parking
- service-related areas like service counters and waiting areas

Wedlock Paper Converters Limited will put the following procedures in place to prevent service disruptions to its accessible parts of its public spaces.

1. Make modifications to level entrance at rear of building for access to the building. Current accessibility assessment identified stairs-only access to the building made it inaccessible for customers and / or employees with mobility issues, in particular where a walker or wheelchair is used.



In the event of service disruption, we will notify the public of service disruption and alternatives available.

Accessibility Emergency Information

Wedlock Paper Converters Limited is committed to providing the customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

For More Information

For more information on this accessibility plan, please contact:

- AODA Coordinator
- AODA@wedlockpaper.com
- 905-277-9461 x 327
- 2327 Stanfield Rd, Mississauga, ON L4Y 1R6