

Multi-Year Accessibility Plan for:

CLOVERTOOL MFG. LTD.

This 2014-21 accessibility plan outlines the policies and actions that have been or will be put in place to improve opportunities for people with disabilities.

Statement of Commitment

Clover Tool Mfg. Ltd. 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.

Accessible Emergency Information

Clover Tool Mfg. Ltd. 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.

Training

Clover Tool Mfg. Ltd. is committed to:

Develop and implement appropriate training materials;
Ensure training is provided before or as soon as possible after the trainee starts his/her job and whenever Clover Tool alters its policies and practices regarding accessibility;
Schedule for periodic re-training to ensure ongoing awareness and understanding;

Keep and maintain a record of the training provided, including the dates that the training was provided and the number of individuals to whom it was provided.

Training will be provided to Supervisors and Managers on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits their duties.

Clover Tool Mfg. Ltd. will provide accessibility training every year to front line leaders to help remove attitudinal barriers to ensure Front Line Leaders are provided with the training needed to meet Ontario's accessible laws by **January 1, 2015**.

Kiosks

Clover Tool Mfg. Ltd. does not have any kiosks. However should we decide to build them we will consider the needs of people with disabilities when designing, procuring or acquiring self-service kiosks by **January 1, 2014**.

Information and communications

Clover Tool Mfg. Ltd. 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.

Clover Tool Mfg. Ltd. will ensure all new websites and content or substantially refreshed website or content on the site conform to WCAG 2.0, Level A by **January 1, 2014**.

Clover Tool Mfg. Ltd. will take the following steps to make ensure existing feedback processes are accessible to people with disabilities upon request by **January 1, 2015**:

- Promote the ability to use www.clovertoolmfg.com, phone and physical mail contact to Clover Tool Manufacturing and provide feedback.
- put up signs, posters and other reminders which is visible to visitors and employees on how to provide feedback

Clover Tool Mfg. Ltd will take the following steps to make sure all publicly available information is made accessible upon request by **January 1, 2016**.

- any brochures, posters or other information that is published by Clover Tool will be made available in an accessible format
- ensure visitors, employees know who to request this information from by putting up posters of Human Resource's contact information

Clover Tool Mfg. Ltd will take the following steps to make all websites and content conform to WCAG 2.0, Level AA by **January 1, 2021**:

-partner with IT to ensure all content on our website permits WCAG 2.0, Level AA.

Employment

Clover Tool Mfg. Ltd. is committed to fair and accessible employment practices.

We will take the following steps to notify the public and staff that, when requested, will accommodate people with disabilities during the recruitment and assessment processes and when people are hired.

- Review and, as necessary, modify existing recruitment, assessment, and selection procedures and processes;
- Notify all job applicants and the public that accommodation is available during the recruitment process on request, by specifying same in job postings and on the careers section of the Clover Tool website;
- Specify that accommodation is available for applicants with disabilities in recruitment-related materials and during scheduling of interviews and assessments;
- If an applicant requests accommodation, consult with the applicant and arrange for the provision of suitable accommodation that takes into account the applicant's needs due to disability;
- When making offers of employment, notify the successful applicant of Clover Tool's policies for accommodating individuals with disabilities

Clover Tool Mfg. Ltd. currently has a written and formal Return to Work Policy as well as individual accommodation plans for employees that have been absent due to a disability. We will continue to monitor this policy and ensure that it is communicated to all employees along with Managers and Supervisors.

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

- train Managers and Supervisors on the disabilities that exist in our workplace
- review all performance management documentation prior to issuing to employees
- develop a career development policy that does not discriminate based on disability
- communicate to all employees that Clover Tool doesn't promote, demote, and transfer an employee's position based on a disability

Design of Public Spaces

Clover Tool Mfg. Ltd. will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces.

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

For More Information

For more information on this accessibility plan,

Please contact us at:

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Email: s.jeevasingam@clovertoolmfg.com

Website: Use the Contact Us link on our website www.clovertoolmfg.com

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Accessible formats of this document are available free upon request.