

Multi-Year Accessibility Plan for:

CLOVER TOOL MFG. LTD.

Clover Tool's multi-year accessibility plan outlines the policies and actions that have been or will be put in place to improve opportunities for people with disabilities. The plan follows the requirements under the [Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)](#).

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 both customers and clients with publicly available emergency information related to accessible, 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 the training was provided to.

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 refresher 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, 2025**.

**Accessible formats of this document are available free upon request.*

Leadership

Clover Tool will lead by example in accessibility. Senior Leaders, such as departmental supervisors and managers of the organization will be held accountable for advancing accessibility in their areas of responsibility.

Clover Tool will strive to foster a culture of equity and inclusion. Clover Tool will closely monitor to identify and address discriminatory systems, processes and behaviours. Our goal is not limited to meeting minimum compliance, but rather to surpass and achieve our accessibility goals.

General Employee Training

Clover Tool is committed to providing training to all employees, volunteers, and co-op placements/students on the requirements of IASR and the Ontario Human Rights Code.

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 and ensure that they are being offered the necessary tools and support, to ensure effective communication.

Clover Tool Mfg. Ltd. will ensure that resources are available for providing feedback. Upon request we will also look at alternative supported accessible formats.

Promote the availability of different communication channels, such as our company website (www.clovertoolmfg.com), our company business line, and physical mail for providing feedback.

Post updated AODA content that is visible to both 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, 2025**.

- 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

**Accessible formats of this document are available free upon request.*

Clover Tool Mfg. Ltd will take the following steps to make all websites and content conform to WCAG 2.0 guidelines, Level AA by **January 1, 2024**:

- With the support of our IT department implement a new system that ensures 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

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-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 IASR requirements 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:

Phone: 905-669-1999 ext 238

Email: hr@clovertoolmfg.com

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

Mail: Write to

Human Resources
8271 Keele Street
Concord, ON
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