



Multi-year Accessibility Plan (AODA) – Ontario

Intent

This accessibility plan outlines the strategy of Sunspace Modular Enclosures to prevent and remove barriers for people with disabilities and comply with the requirements of the *Integrated Accessibility Standards Regulation* under the *Accessibility for Ontarians with Disabilities Act, 2005*.

Statement of Commitment

Sunspace Modular Enclosures is committed to providing an accessible environment for all clients, employees, job applicants, suppliers, and visitors who may enter our premises, access our information, or use our services. As an organization, we respect and comply with the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. We strive to provide an accessible and welcoming environment for everyone by identifying and removing barriers in our workplace and ensuring that new barriers are not created. The company ensures that persons with disabilities are provided with equal opportunities. We are committed to meeting the needs of individuals with disabilities in a timely and integrative manner that respects their dignity and independence.

Multi-year Accessibility Plan

If you have any questions or concerns about this plan or its initiatives, or if you want to receive a copy of the plan in a different accessible format, please contact Human Resources.

Goals

- Continue to review the Accessibility Policy at least every five years or whenever there is change to the AODA, procedures to ensure the policy is up to date and all AODA requirements are integrated
- Continue making the Accessibility Policy available in an accessible format

Completed Initiatives

Sunspace Modular Enclosures has completed the following initiatives to prevent and remove barriers and comply with the *Integrated Accessibility Standards Regulation*:

Information and Communication Standards- Completed

- Provide accommodations for individuals with communication barriers

Employment Standards- Completed

notify employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.

If a selected applicant requests an accommodation, Sunspace shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

Reviewing an employee's physical/mental limitations to understand the individual's accommodation needs and determine whether it needs adjusting to improve his or her performance on the job

All current and future staff will be given a Collage account and assigned an AODA training bundle that covers training requirements in the AODA.

Improve internal accessible customer service for staff. An employee portal Payworks Replaced emails to access tax documents, payroll slips, etc

Design of Public Spaces Standards (Accessibility Standards for the Built Environment) Completed

- Accessible parking for employees and customers
- Increased size of parking spaces

Customer Service Standards- Completed

- Create, implement, and maintain customer service policies and
- Welcome service animals and support persons.
- Train staff to interact appropriately with customers who have disabilities and use accessible equipment

New and Ongoing Initiatives

Sunspace Modular Enclosures plans to take or is in the process of completing the following initiatives to prevent and remove barriers and comply with the *Integrated Accessibility Standards Regulation*:

Information and Communication Standards

Publishing updated web platform which is fully compliant with AODA requirements by January 1, 2025

Employment Standards

- If a worker requires help in an emergency, Sunspace and worker will create an individualized emergency response plan. Completed by May 2025
- Performance review process will be rolled out (Collage) to incorporate accessibility (March 2025)

Design of Public Spaces Standards (Accessibility Standards for the Built Environment)

Constructing a ramp in the parking lot – Completion by December 2025

Have the area parking area paved and parking lines / accessibility space will be painted in - Completion by December 2025

Customer Service Standards- ongoing

Continue to ensure that new staff receive AODA training through HR Downloads.- ongoing