

A large, solid orange geometric shape, resembling a stylized arrow or a large 'L' rotated 45 degrees, pointing towards the top right. It occupies the left and bottom-left portions of the page.

Integrated Accessibility Standards Regulation Policy

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Integrated Accessibility Standards Regulation Policy

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Contents

1	Integrated Accessibility Standards Regulation Policy	1
1.1	Training employees and contractors	1
1.2	Information and communications standards	1
1.2.1	Feedback	1
1.2.2	Accessible formats and communications supports	1
1.3	Employment standards	1
1.3.1	Recruitment	1
1.3.2	Informing employees of supports	2
1.3.3	Accessible formats and communication supports for employees	2
1.3.4	Workplace emergency response information	2
1.3.5	Documented individual accommodation plans	2
1.3.6	Return-to-Work process	2
1.3.7	Performance management, career development, and advancement and redeployment	2
1.3.8	Questions about this policy	3

1 Integrated Accessibility Standards Regulation Policy

Mott MacDonald Canada Limited (“MMCL”) is committed to treating all people in a way that maintains dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of persons 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.

These standards are developed to remove barriers and increase accessibility for people with disabilities in the areas of information and communications and employment.

1.1 Training employees and contractors

MMCL 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 employees and contractors who interact with our customers
- all persons who participate in developing MMCL’s policies, practices, and procedures, and
- all other persons who provide services or facilities on behalf of the company

The training will be appropriate to the duties of our employees and contractors.

Employees will be trained when changes are made to the accessibility policy. New employees will be trained as soon as practicable.

MMCL will keep a record of the training it provides.

1.2 Information and communications standards

1.2.1 Feedback

MMCL 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.

1.2.2 Accessible formats and communications supports

Upon request, MMCL will provide, or will arrange for the provision of accessible formats and communication supports for people with disabilities in a timely manner that takes into account each person’s accessibility needs due to disability. MMCL will consult with the person making the request in determining the suitability of an accessible format or communication support.

1.3 Employment standards

1.3.1 Recruitment

MMCL will notify about the availability of accommodation for applicants with disabilities in its recruitment process. Job applicants who are selected for an assessment / interview shall be notified that accommodations are available for materials / processes used in selection, upon

request. Successful applicants shall be notified about MMCL's policies for accommodating employees with disabilities.

1.3.2 Informing employees of supports

MMCL 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 as soon as practicable after commencing employment.

1.3.3 Accessible formats and communication supports for employees

Upon the request of an employee with a disability, MMCL 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, MMCL will consult with the employee making the request.

1.3.4 Workplace emergency response information

If an employee's disability is such that individualized workplace emergency response information is necessary and MMCL is aware of the need for accommodation, this information shall be provided to employees. In addition, this information shall be provided, with the employee's consent, to the person designated to provide assistance. The information shall be reviewed when the employee moves to a different location, when the employee's overall accommodation needs or plans are reviewed, and when MMCL reviews its general emergency response plan.

1.3.5 Documented individual accommodation plans

MMCL 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.

1.3.6 Return-to-Work process

MMCL shall have in place a documented return-to-work process for employees who have returned to work due to a disability and require disability-related accommodations. The return-to-work process shall outline the steps that MMCL shall take to facilitate the return to work.

1.3.7 Performance management, career development, and advancement and redeployment

MMCL will consider the accessibility needs of employees with disabilities, as well as individual accommodation plans, when managing performance, providing career development and advancement, or when redeploying employees.

1.3.8 Questions about this policy

This policy has been developed to remove barriers and increase accessibility for people with disabilities in the areas of information and communications and employment. If anyone has a question about the policy, or if the purpose of this policy is not understood, an explanation will be provided by the following:

Human Resources Manager

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