

Accessibility Plan

In4Structure Ltd.'s Accessibility Plan has been developed to meet requirements under the Accessibilities for Ontarians with Disabilities Act (AODA) and focuses on In4Structure's initiatives in respect of the AODA's Accessibility Standards in making Ontario an accessible province for all Ontarians.

The Accessibility Plan will be reviewed and updated, if applicable, at least once every five years. The plan will be posted on the company's website and upon request, In4Structure will provide a copy of the plan in an accessible format.

In4Structure's Accessibility Plan outlines the policies and actions that In4Structure has put in place and will continue to follow to improve opportunities for persons with disabilities.

In4Structure's Commitment

In4Structure Ltd is committed to treating people with disabilities 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, preventing and removing barriers to accessibility, and meeting accessibility requirements under Ontario's accessibility laws. Where the complete removal of barriers is unattainable, we will attempt to accommodate persons in an appropriate and effective manner.

Training

In4Structure has and will continue to implement training initiatives on accessibility standards:

- In4Structure ensures that training is provided to employees, volunteers and others that provide services on behalf of the Company on Ontario's accessibility standards and the Human Rights Code as it pertains to persons with disabilities;
- The training will be appropriate to the duties of the employees, volunteers and other persons and will be done as soon as practicable and when changes are made to the accessibility policy;
- Training records will be maintained.

Customer Service Standards

In4Structure has developed an Accessible Customer Service Policy and Accessible Customer Service Procedures and Practices that detail:

- Providing services or facilities to people with disabilities
- Barriers to accessibility
- Communication with people with a disability
- Use of assistive devices, service animals and support persons
- Notice of service disruptions
- Feedback process
- Availability of documents
- Training on accessible customer service

Information and Communications Standards

In accordance with AODA's Information and Communication Standards, In4Structure will:

- provide information in accessible formats or communication support, upon request and in a timely manner;
- ensure that our internet website and web content will conform to the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA;
- will notify the public about the availability of accessible formats and communication supports on our website and in person or over the phone, when requested to help ensure the process for receiving and responding to feedback is accessible to persons with disabilities.

Employment Standards

In4Structure has developed an AODA Employment Standards Policy that applies to all Job Applicants and Employees at all phases of the employment cycle, including recruitment, selection, orientation, training, promotion, work arrangements, compensation and all other details and conditions of employment.

The Employment Policy outlines:

- Notification of available accommodations for persons with disabilities
- Accommodation procedures and Individual Accommodation Plans
- Accessible formats and communication supports
- Workplace emergency response information
- Return to work process for absence due to a disability
- Request for workplace accommodation form

Design of Public Spaces Standards

In4Structure will meet the Accessibility Standards for the design of public spaces when building, making major modifications, restoring or maintaining public spaces such as:

- off-street parking
- outdoor paths of travel like sidewalks, ramps and walkways
- service counters or waiting areas

Feedback

In4Structure welcomes feedback about our accessibility policies and procedures. Feedback can be made verbally, in writing or by email.

Feedback should be directed to the Human Resources department:

- Mail or in person: In4Structure Ltd, 226 Boida Ave, Ayr ON, N0B 1E0
- Email: office@in4structure.ca
- Phone: 519-594-0151