



## Huron Tractor Accessibility Plan

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### Intent

This policy is intended to meet the requirements of *Accessibility Standards for Customer Service, Ontario Regulation 429/07* under the *Accessibility for Ontarians with Disabilities Act, 2005*, and applies to the provision of goods and services to the public or other third parties, not to the goods themselves.

All goods and services provided by Huron Tractor shall follow the principles of dignity, independence, integration and equal opportunity.

### Statement of Commitment

Huron Tractor is committed to providing goods and services in a way that respects the dignity and independence of persons with disabilities. This will be achieved by identifying and removing barriers that impede a person's ability to access goods and services, ensuring everyone is provided with equal opportunities whenever they interact with us.

Huron Tractor will strive to ensure that our policies, practices and procedures are consistent with the following core principles as outlined in the AODA:

**Dignity** – treat everyone as customers and clients who are as valued and as deserving of effective and full service as any other customer.

**Independence** – Accommodating a person's disability means respecting their right to do for themselves and to choose the way they wish to receive goods and services.

**Integration** - Allow people with disabilities to fully benefit from the same services, in the same place and in the same or similar way as other customers. Integration means that policies, practices and procedures are designed to be accessible to everyone including people with disabilities.

**Equal Opportunity** - Service is provided to persons with disabilities in a way that their opportunity to access goods and services is equal to that given to others.



## Application

This 2014-21 Accessibility Plan applies to Huron Tractor Ltd.

### Introduction and statement of commitment (“AODA”)

Huron Tractor Ltd. is committed to providing equal access and participation for all individuals including its customers, employees, suppliers, job applicants and any other person(s) who may enter its premises or use its services. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005), and its associated standards and regulations.

We understand that we have a responsibility for ensuring a safe, dignified, and welcoming environment for all individuals. We are committed to ensuring our organization's compliance by incorporating accessibility legislation into our policies, procedures, equipment requirements, training, and best practices. We will review these policies and practices annually, as organizational changes occur, or in anticipation of compliance deadlines. In addition, we will strive to meet the needs of individuals with disabilities in a timely and effective manner in a way that maintains their dignity and independence.

Providing an accessible and barrier-free environment is a shared effort, and as an organization, Huron Tractor Ltd. is committed to working with the necessary parties to make accessibility a reality. For more detailed information on our accessibility policies, plans, and training programs, please contact a member of the Human Resources Department.

This 2014-21 Accessibility Plan outlines the policies and actions that Huron Tractor will put in place to improve opportunities for people with disabilities.

In accordance with the requirements set out in AODA's Integrated Accessibility Standards Regulations (the “IASRs”), Huron Tractor will:

- Establish, review and update this plan in consultation with persons with disabilities;
- Post this plan on the appropriate corporate websites;
- Report, as required, on the appropriate corporate websites on the progress of the implementation of this plan;
- Provide this plan in an accessible format, upon request; and
- Review and update this plan at least once every five (5) years.



## Accessibility Plan for Huron Tractor

### **Accessibility Policies and Procedures**

Action taken:

The following measures have been implemented by Huron Tractor prior to January 1, 2014:

- Develop, implement and maintain a corporate policy or policies governing how the organization will achieve accessibility;
- Establish, implement and maintain a Multi-Year Accessibility Plan;
- Include within its Multi-Year Accessibility Plan a statement of commitment to meet the accessibility needs of persons with disabilities in a timely manner; and
- Make the corporate policy(ies) and Multi-Year Accessibility Plan available to the public on Huron Tractor's website and available in accessible formats upon request.

### **Training**

Action taken:

The following measures have been implemented by Huron Tractor prior to January 1, 2015:

- Provide training on the requirements of the IASR and on disability-related obligations under Ontario Human Rights legislation, to: employees, volunteers, and any others who may be acting on Huron Tractor's behalf in dealing with the public or any other third parties.
- Maintain records of the dates when training is completed and the individuals who completed the training.

### **Information and Communications Standards**

Accessible Websites and Web Content

The following measures have been implemented by Huron Tractor prior to January 1, 2014:

- Make Huron Tractor's new internet websites and new content on websites accessible through the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level A.



The following measures have been implemented by Huron Tractor prior to January 1, 2021:

- Make Huron Tractor's new internet websites and new content on websites accessible through the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level AA.

Feedback, Accessible Formats and Communication Supports

The following measures have been implemented by Huron Tractor prior to January 1, 2014:

- Put a statement on its website about the availability of accessible formats and communication supports and, upon request, provide or arrange for the provision of accessible formats in a timely manner; and
- Ensure that the processes for receiving and responding to feedback are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communications supports, upon request.

## **Emergency Information**

## **Employment Standards**

Recruitment

The following measures have been implemented by Huron Tractor prior to January 1, 2016:

- On Huron Tractor job postings, specify that accommodations are available for applicants with disabilities;
- Inform applicants selected to participate in the recruitment process that accommodations are available, upon request, in relation to materials and processes to be used;
- Upon request, consult with the applicant and arrange for suitable accommodation; and
- Notify the successful applicant, when making offers of employment, of its policies for accommodating associates with disabilities.

Employee Supports

The following measures have been implemented by Huron Tractor prior to January 1, 2016:



- Inform new hires of Huron Tractor's policies to support employees with disabilities and keep employees up to date on changes to these policies; and
- Upon request from an employee with a disability, provide suitable accessible formats and communication supports for: information needed by the employee to perform their job, and information that is generally available to employees.

#### Individual Accommodation Plans/Return to Work Process

The following measures have been implemented by Huron Tractor prior to January 1, 2016:

- Develop a written process for the development of individual accommodation plans; and
- Develop and document a return-to-work process for employees who have been absent due to a disability; the process shall outline the steps Huron Tractor will take to facilitate the employee's return to work and use the employee's individual accommodation plan as part of that process.

#### Performance Management, Development, and Redeployment

The following measures have been implemented by Huron Tractor prior to January 1, 2016:

- Take into account the accessibility needs of employees with disabilities and individual accommodation plans when utilizing Huron Tractor's performance management processes, considering career development and advancement opportunities and redeployment of its employees with disabilities.

#### Feedback

For more information on this Accessibility Plan, please contact:

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