

## WASHINGTON MILLS ACCESSIBILITY PLAN

*This accessibility plan outlines the policies and actions Washington Mills will put into place to improve opportunities for people with disabilities. Our typical business structure is selling to distributors rather than the general public. As such, most access to company property is to the Human Resource area or the conference room by retirees or salespeople.*

### **STATEMENT OF COMMITMENT**

Washington Mills 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/or removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

### **ACCESSIBLE EMERGENCY INFORMATION**

Washington Mills is committed to providing customers and clients with publicly available emergency information in an accessible way upon request. We will provide employees with disabilities with individualized emergency response information when necessary.

### **TRAINING**

Washington Mills will provide training to employees on Ontario's accessibility laws and the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the employee's duties.

### **INFORMATION & COMMUNICATION**

Washington Mills is committed to meeting the communication needs of people with disabilities. Our website is in compliance with meeting the ever-changing technology to accommodate.

### **EMPLOYMENT**

Washington Mills is committed to fair and accessible employment practices. Washington Mills will accommodate people with disabilities during the recruitment and assessment processes and when people are hired.

Washington Mills will take steps to develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability.

We will take the necessary steps to ensure accessibility needs of employees with disabilities are taken into account by preventing and removing any other accessibility barriers identified.

## **DESIGN OF PUBLIC SPACES**

Washington Mills will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces. This would include any exterior paths of travel (outdoor sidewalks and walkways), stairs or ramps (not connected to buildings), curb ramps or depressed curbs, accessible parking spaces or pedestrian signals, waiting areas with fixed seating.

Washington Mills will put procedures in place to prevent service disruptions to its accessible parts of its public spaces.

In the event of a service disruption, we will notify the public of the service disruption and alternatives available.

Additional support for visitors to our facility will be provided on an individual basis. Manual help will be provided, when or if the need arises.

## **MULTI-YEAR PLAN**

2015 – A doorbell has been installed to the main office doorway. Signage has been added instructing visitors to ring bell if assistance is required for entry. Access is available to accommodate ease of entry with a walker or scooter. A designated parking spot is labelled as "Handicapped Parking" in the visitor parking area.

2024 – Further areas to be determined if accessibility deemed necessary.

### **For More Information:**

For more information on this accessibility plan, please contact **Dominic Vescio, EHS Coordinator.**

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Accessible formats of this document are available free upon request.