

This 2014 to 2021 accessibility plan outlines the policies and actions that ARCADIS SENES Canada Inc. will put in place to improve opportunities for people with disabilities.

Statement of Commitment

ARCADIS SENES Canada Inc. is committed to treating all people in a way that allows them to maintain their dignity and independence. ARCADIS SENES Canada Inc. believes 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 removing barriers to accessibility and meeting accessibility requirements under the *Accessibility for Ontarians with Disabilities Act*.

Accessible Emergency Information

ARCADIS SENES Canada Inc. is committed to providing its clients with publicly available emergency information related to its facilities in an accessible way upon request. Employees with disabilities will also be provided with individualized emergency response information when necessary.

Training

ARCADIS SENES Canada Inc. will provide training to its employees on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of its employees.

ARCADIS SENES Canada Inc. will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws by **January 1, 2015**.

- All employees and contract employees will review training modules available at <http://www.accessforward.ca/trainingResources/index> (except Transportation Module) and provide a record of training to the Supervisor Accounting Services by July 1, 2014.
- Incorporate requirement to review training modules available at <http://www.accessforward.ca/trainingResources/index> (except Transportation Module) into New Employee Orientation Program.

Information and communications

ARCADIS SENES Canada Inc. is committed to meeting the communication needs of people with disabilities. As necessary for the conduct of our business, ARCADIS SENES Canada Inc. will consult with people with disabilities to determine their information and communication needs.

ARCADIS SENES Canada Inc. will not require any additional steps to ensure existing feedback processes are accessible to people with disabilities. Feedback can be provided via e-mail at

**ARCADIS SENES Canada Inc.
Accessibility Policies and Multi-Year Accessibility Plan**

senes@senes.ca or verbally to any staff member. All feedback will be directed to the John Health and Safety Committee.

When someone asks for accessible information, ARCADIS SENES Canada Inc. will work with them to try to meet their needs. ARCADIS SENES Canada Inc. will be flexible in providing this information based on its current format and the person's needs. ARCADIS SENES Canada Inc. will work with our clients to provide accessible information during public consultation processes.

ARCADIS SENES Canada Inc. will take the following steps to make all new websites and content on those sites conform with WCAG 2.0, Level A by **January 1, 2014**:

- Upgrading of the SENES and DCS websites to ARCADIS formats will be in compliance with WCAG 2.0, Level A requirements.

ARCADIS SENES Canada Inc. will take the following steps to make all websites and content conform with WCAG 2.0, Level AA by **January 1, 2021**.

- Upgrading of the SENES and DCS websites to ARCADIS formats to be in compliance with WCAG 2.0, Level A requirements will be completed prior to January 1, 2021.
- After revision of the website, any new material will be compliant with WCAG 2.0, Level A requirements.

Employment

ARCADIS SENES Canada Inc. is committed to fair and accessible employment practices. Our recruitment and hiring processes will accommodate disabilities, if requested.

ARCADIS SENES Canada Inc. will continue to accommodate people with disabilities during the recruitment and assessment processes and when people are hired. If a job applicant requests accommodation, ARCADIS SENES Canada Inc. will consult with them and make adjustments that best suit their needs. Successful applicants requiring accommodation will be informed of our policies for accommodating employees with disabilities through the offer letter.

ARCADIS SENES Canada Inc. will continue its practice of developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability.

ARCADIS SENES Canada Inc. will take the following steps to ensure the accessibility needs of employees with disabilities are taken into account when performance management, career development and redeployment processes:

- During performance management reviews, any employee accommodation plans will be reviewed and adjusted, if necessary, to help them succeed.

**ARCADIS SENES Canada Inc.
Accessibility Policies and Multi-Year Accessibility Plan**

- Performance plans will be made available in accessible formats, such as large print, when requested.
- Employees will be coached and provided feedback in a way that is accessible to them, such as using plain language.
- Accommodation requirements will be considered when providing career development opportunities.

Notice of Disruptions

In the event of a planned or unexpected disruption to services or facilities for clients with disabilities including access ramps and accessible washrooms, SENES will provide notification of the service disruption and alternatives available. Notices will be clearly posted at entrances to our facilities. These notices will include information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available.

For More Information

For more information on this accessibility plan, please ask for a member of the Joint Health & Safety Committee.

Accessible formats of this document are available free upon request to senes@senes.ca.

These Policies have been prepared to comply with the *Integrated Accessibility Standards (Ontario Regulation 191/11)*.