

# Nova Steel Accessibility Policy & Plan

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## **Accessibilities Policy & Plan**

Nova Steel Inc. 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 removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act. Our goal is to identify, prioritize, and address all types of visible and invisible barriers that impact our customers and employees with disabilities. We will provide basic accessibility training for all our employees and work with all people to continually improve accessibility at Nova Steel Inc. The following outlines our accessibility plan for Nova Steel Inc. along with basic timelines to achieve these items. This plan will be reviewed annually (as a minimum) to ensure progress and compliance to the Accessibilities for Ontarians with Disabilities Act.

## **Accessibilities Emergency Information**

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

## **Training**

Nova Steel Inc. will provide training to employees, volunteers, and other staff members on Ontario's accessibilities 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 employees, volunteers and other staff members.

Nova Steel will take the following steps to ensure employees are provided with the training needed to meet Ontario's Accessibilities laws by January 1, 2015.

## **Work Stations/Office Spaces/Kiosks**

Nova Steel Inc. will take the necessary steps to ensure employees consider the needs of people with disabilities when designing, procuring or acquiring work stations, office spaces, self service kiosks or work stations by January 1, 2014.

## **Information and Communications**

Nova Steel is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs. Nova Steel Inc will take the following steps to make all new websites and content on those sites conform to WCAG 2.0, Level A by January 1, 2014.

Nova Steel Inc. will take the following steps to ensure existing feedback processes are accessible to people with disabilities upon request by January 1, 2015. We have also established an email address to deal with all accessibility concerns as the following: [nova-accessibility@novasteel.ca](mailto:nova-accessibility@novasteel.ca). The email address will be directly linked to the following people of our organization:

- General Manager
- Director – Health, Safety, and Environmental
- Controller

Nova Steel Inc. will address any concerns, feedback, or complaints as per our Corrective and Preventive Action process.

Nova Steel Inc. will take the following steps to make sure all publicly available information is made accessible upon request by January 1, 2016. Nova Steel Inc. will make access to this information available by contacting our email: [nova-accessibility@novasteel.ca](mailto:nova-accessibility@novasteel.ca), or calling 905-643-3300 and ask to speak to the Director – Health, Safety and Environmental.

Nova Steel Inc. will take the following steps to make all website and content conform to WCAG 2.0 Level AA by January 1, 2021. Nova Steel Inc. information technology and Nova Steel Inc. management will review the requirements from January 2015 and 2018, and develop the appropriate project plans to address this requirement.

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## Employment

Nova Steel Inc. is committed to fair and accessible employment practices. We will take the following steps to notify public and staff that, when requested, Nova Steel Inc. will accommodate people with disabilities during the recruitment and assessment processes and when people are hired.

Nova Steel Inc will eliminate visible and invisible barriers to the application, and interview processes. Physical, communication and technology, emergency information and plans, etc. will all be addressed prior to any engagement with the person(s) with a disability to ensure fair hiring practices are addressed and to make the experience for the person(s) barrier free.

Nova Steel Inc. will take the following 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.

- Reviewing any limitations as prescribed by the employee's physician.
- Discussion about what requirements are needed for the person with a disability prior to their start date.
- Address any barriers and implement the solution prior to the employee entering their work environment.
- Provide training for co-workers and the employee

We will take the following steps to ensure the accessibility needs of employees with disabilities are taken into account if Nova Steel Inc. is using performance management, career development and redeployment processes.

- Review the role of the employee and the metrics that will be used to assess their performance
- Discuss the metrics with the employee and obtain feedback.
- Monitor and discuss the results with the employee.
- Obtain feedback from the employee about the processes and monitoring mechanisms.

Nova Steel Inc. will take the following steps to prevent and remove other accessibility barriers identified.

- Regular communication with the employee with a disability to ensure all barriers are identified (visible and invisible).
- Address the barriers in a timely manner
- Communicate regularly with the employee for feedback on implementation.

## Design of Public Spaces

Nova Steel will meet the Accessibilities Standards for the Design of Public Spaces when building or making major modifications to public spaces. Public spaces include:

- Office parking areas.
- Office areas including: restrooms, main office boardroom, hallways, individual offices, workstations and kitchen.
- Sidewalks, ramps, stairs, curb ramps.
- Elevator

Nova Steel Inc. will put the following 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 alternative available.

## MORE INFORMATION?

For more information on this accessibility plan, please contact the Director of Health, Safety, and Environmental at:

Phone: 905-643-3300 Extension 258

Email: [nova-accessibility@novasteel.ca](mailto:nova-accessibility@novasteel.ca)

Accessible formats of this document are available free upon request from the contact above.

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