



Kawartha Dairy Limited

Accessibility Policy

1. Application

This Policy applies to all employees, operations and activities at Kawartha Dairy Limited (“the Company”).

2. Purpose

This Policy is intended to comply with the principles and guidelines set out in the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA). The content is designed to meet the requirements of the *Integrated Accessibility Standards, Ontario Regulation 191/11* (IASR) as well as Kawartha Dairy Limited’s accessibility and inclusion goals. This Policy and the responsibilities described in Section 5 apply to the Company’s operations, with the goal of removing and preventing accessibility barriers for its employees and customers.

3. Statement of Commitment to Accessibility

Kawartha Dairy Limited is committed to providing a safe, dignified, and welcoming environment for everyone. We are committed to providing accessible and inclusive services for all customers, employees, job applicants, suppliers, and any guests who use our goods, services, information, or facilities. Kawartha Dairy Limited is committed to meeting the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA). We strive to incorporate the principles of dignity, independence, integration, and equality of opportunity in all of our operations.

4. Definitions

The following terms are used in this policy and have the following meanings:

Accessible, Accessibility: products, services, facilities or environments that can be accessed, used by, or understood by all persons, including those with disabilities

Accessible or Alternate Formats: include but are not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities

Assistive Devices: any device used to assist persons with disabilities, including:

- Mobility assistive devices, such as a cane, walker, wheelchair, electronic scooter, or similar device used to assist with mobility
- Communication devices, such as a hearing device, laptop computer, communication board, or similar device used to assist with communication
- Medical devices, such as a personal oxygen tank or similar device used to assist with medical requirements of a disability

Barrier: anything that prevents a person with a disability from fully participating in all aspects of society because of their disability, including physical, architectural, information or communications, attitudinal, technological, or systemic policies or practices

Communication Supports: include but are not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communication

Disability: This policy uses the *AODA* and *Ontario Human Rights Code* definition of Disability, which defines a disability as:

- a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- b) A condition of mental impairment or a developmental disability;
- c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d) A mental disorder; or
- e) An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

Information: includes data, facts and knowledge that exists in any format, including text, audio, images, digital or print, and that conveys meaning

Kiosk: an interactive electronic terminal, including a point-of-sale device, for public use that allows users to access one or more services or products

Public spaces: As defined by the *AODA*, public spaces include:

- Recreational trails/beach access routes;
- Outdoor public eating areas like rest stops or picnic areas;
- Outdoor play spaces, like playgrounds in provincial parks and local communities;
- Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals;
- Accessible off-street parking and accessible on-street parking; and
- Service-related elements like service counters, fixed queuing lines and waiting areas.

Service Animal: An animal is a service animal for a person with a disability if:

- a) The animal can be readily identified as one that is being used by the person for reasons relating to the person's disability, as a result of visual indicators such as an identifying vest or harness worn by the animal; or
- b) In Ontario, if the person provides documentation from one of the following regulated health professionals confirming that the person requires the animal for reasons relating to a disability:
 - i. A member of the College of Audiologists and Speech-Language Pathologists of Ontario.
 - ii. A member of the College of Chiropractors of Ontario.
 - iii. A member of the College of Nurses of Ontario.
 - iv. A member of the College of Occupational Therapists of Ontario.
 - v. A member of the College of Optometrists of Ontario.
 - vi. A member of the College of Physicians and Surgeons of Ontario.
 - vii. A member of the College of Physiotherapists of Ontario.
 - viii. A member of the College of Psychologists of Ontario.
 - ix. A member of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario. O. Reg. 165/16, s. 16.

Support Person: in relation to a person with a disability, a support person is any person who accompanies a person with a disability in order to help with communication, mobility, personal care, or medical needs or with access to goods, services or facilities

Web Content Accessibility Guidelines: refers to the World Wide Web Consortium (W3C) recommendations entitled Web Content Accessibility Guidelines (WCAG)

5. Responsibilities

Training

Kawartha Dairy Limited will provide AODA and accessibility training to all employees. This training will be provided during the initial orientation period, when changes are made to the AODA or other applicable provincial or federal accessibility or human rights legislation, or when changes are made to the Company's accessibility policies or procedures. The Company will also ensure that those who are involved in the development and approval of accessibility-related policies, practices and procedures are trained on the AODA and Ontario Human Rights Code content that relates to persons with disabilities.

Information and Communication

Kawartha Dairy Limited will provide information about the Company and its services, including public safety information, in accessible formats or with communication supports, upon request.

The Company will also meet internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements noted in the AODA, for any web content that Kawartha Dairy Limited controls or manages.

Accessible or Alternate Formats and Communication Supports

Upon request, Kawartha Dairy Limited will provide or arrange for the provision of accessible or alternate formats and communication supports for persons with disabilities, in a timely manner and at no additional cost to the individual. The Company will take into account the person's accessibility needs when responding to individual requests.

In the event that Kawartha Dairy Limited determines information or communications cannot be provided in the format requested, the Company will provide the individual making the request with an explanation. The Company will also provide a summary version of the information or communication requested.

Assistive Devices

Kawartha Dairy Limited is committed to serving persons with disabilities, who use assistive devices to obtain, use or benefit from the Company's goods and services. Staff will be trained how to interact with persons with disabilities who use an assistive device.

Service Animals

Kawartha Dairy Limited is committed to welcoming persons with disabilities who are accompanied by a service animal on Company premises that are open to the public and other third parties. This excludes areas prohibited by law (for example, in an area where food is being prepared in a commercial kitchen). Staff will be trained how to interact with persons with disabilities who require the assistance of a guide dog or other service animal.

Service animals can often be identified through visual indicators. For example, a guide dog might be wearing a harness or a vest with a certification badge or it may be helping a person perform tasks. If a service animal cannot be identified easily, Kawartha Dairy Limited staff may request that the person with the animal provide documentation from a regulated health professional to confirm that the animal is required for reasons relating to their disability.

Support Persons

The Company is committed to welcoming persons with disabilities who are accompanied by a support person. Staff will be trained how to interact with persons with disabilities who require the assistance of a support person.

Any person with a disability who is accompanied by a support person will be allowed to access Kawartha Dairy Limited premises that are open to the public and other third parties. At no time will a person with a disability who is accompanied by a support person be prevented from having access to their support person while on the premises. Fees will not be charged to support persons for admission to Company premises.

Notice of Temporary Disruption

The Company will provide notice in the event of a planned or unexpected disruption in accessible services or accessible Ontario facilities usually used by persons with disabilities. This

notice will include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available. Notice will be posted at the location of the disruption of facilities or services and at the front entrance of the Ontario facility. For lengthy and planned delays, notice will also be posted on the Kawartha Dairy Limited website at <https://kawarthadairy.com/accessibility/>.

Accessibility Feedback

Feedback regarding accessibility to goods and services and the manner in which Kawartha Dairy Limited employees and volunteers interact with others is welcome and appreciated. Feedback can be provided in person, by phone, by email, or by using a Company accessibility feedback form that is available upon request and on the Kawartha Dairy Limited website at <https://kawarthadairy.com/accessibility/>.

The Company will provide a response to accessibility feedback within five business days. Concerns will be addressed according to the Company's complaint management procedures and, if necessary, the Facility Manager will work with the author of the feedback to address and resolve complaints.

Establishment of Accessibility Policies and Plans

Kawartha Dairy Limited will create and maintain a multi-year accessibility plan outlining its strategy to identify, prevent and remove barriers and to meet its requirements under the AODA. The Company will post its accessibility plan on its website at <https://kawarthadairy.com/accessibility/> and will provide the plan in an alternate format upon request. The Company will review and update its accessibility plan once every five years, in consultation with members of the Accessibility Advisory Committee, Health and Safety Committee, and senior management.

Procuring or Acquiring Goods, Services, or Facilities, including Self-Service Kiosks

The Company will incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, including self-service kiosks, except where it is not possible or practical to do so. If it is not possible and practical to incorporate accessibility criteria when procuring or acquiring goods, the Company will provide an explanation upon request.

Hiring (for applicants)

Kawartha Dairy Limited is committed to being inclusive in our hiring policies. We will notify the public that we will accommodate the needs of persons with disabilities throughout our selection and hiring process. During the selection process, we will include the following paragraph in print and online job postings:

Kawartha Dairy Limited is committed to inclusive recruitment and selection. If you require an accommodation during the selection process, please inform us as soon as possible at jsullivan@kawarthadairy.com and we will make every effort to fulfill your request.

When scheduling an interview, we will ask applicants if they have any accommodation requests. If an interview candidate requests an accommodation, we will discuss their request with them and make every effort to fulfill their accommodation requests.

Workplace information (for employees)

Upon request by an employee, the Company will provide workplace information in an accessible or alternate format or offer communication supports when needed. Workplace information includes:

- Any information employees need to perform their jobs (for example, job descriptions and manuals), and
- General information that is available to all employees at work (for example, company newsletters, bulletins about company policies, and health and safety information).

The Company will work with employees who request accommodations to determine how best to meet their needs and to provide accessible workplace information in a timely manner.

Kawartha Dairy Limited will work with employees with disabilities to develop individual accommodation plans. Where necessary, these plans will also include individual emergency response plans and information to assist during an emergency or evacuation.

The Company will take into account any accessibility needs identified by employees during performance management, career development and redeployment processes.

Transportation

Kawartha Dairy Limited is not in the business of providing or managing transportation services for the public. On very limited occasions, the Company may provide or arrange for transportation services for certain company-related functions, such as annual holiday gatherings. On such occasions, and upon request or if designated as part of an employee individual accommodation plan, accessible transportation may be provided for guests with disabilities. If employees and guests provide their own transportation to these events, they are responsible for meeting their own accessibility needs.

Design of Public Spaces

When building or making major changes to public spaces of its Canadian facilities, the Company will ensure that accessible designs are incorporated wherever possible.

Communicate accessibility policies

The Company will inform all employees about policies to support persons with disabilities. Our Accessibility Policy will be reviewed with new employees when they are hired. If we modify our Accessibility Policy, all current employees will be informed via Kawartha Dairy Limited employee Intranet e-learning platform and through Talent Management emails.

The current Kawartha Dairy Limited Accessibility Policy, Multi-year Accessibility Plan, and other public accessibility policies and procedures are posted at <https://kawarthadairy.com/accessibility/>.

Changes to existing Company policies

The Company will modify or remove any existing policies that do not respect and promote the dignity and independence of persons with disabilities.

Contact Us

Kawartha Dairy Limited
Manager, Environmental Health and Safety, Security
jsullivan@kawarthadairy.com
705-768-5115 (cell)
89 Prince St. West P.O. Box 904
Bobcaygeon, Ontario K0M 1A0

Effective Date:	June 2021
Date Last Reviewed:	New Policy
Scheduled Review Date:	June 2023
Approved by:	Environmental Health and Safety, Security Manager