



Integrated Accessibility Standards Regulation Policy

Commitment to Persons with Disabilities

Royal Envelope Ltd. 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 and are committed to meeting the needs of people with disabilities in a timely manner. We will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act (2005).

Royal Envelope Ltd. has developed and made available upon request, this policy and a multi-year accessibility plan which outlines the actions we will put in place to improve opportunities for people with disabilities.

Please refer to the multi-year plan for details about how Royal Envelope Ltd. will address the following:

Information and Communications Standard:

- Accessible Emergency Information
- Feedback from Customers and Employees
- Accessible Formats and Communication Supports
- Emergency Procedures/Plan or Public Safety Information
- Accessible Websites & Web Content
- Self-Serve Kiosks

Employment Standard:

- Recruitment, assessment and selection
- Accessible formats and communication supports for employees
- Workplace emergency response information
- Documented Individual accommodation plans
- Return to work process
- Performance Management
- Career Development and Advancement
- Redeployment



The Transportation Standard, Design of Public Spaces and Built Environment Standard do not pertain to Royal Envelope Ltd. at this time. Should this change in the future, Royal Envelope Ltd. will ensure it meets the requirements of these standards.

Training

Royal Envelope Ltd. will provide training to employees and volunteers on Ontario's accessibility laws and on the Ontario Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of the employees, volunteers and others who represent the organization. Training will include but is not limited to, the Integrated Standard and the Ontario Human Rights Code as it pertains to persons with disabilities.

Royal Envelope Ltd. will take the following steps to ensure employees and volunteers are provided with the training needed to meet Ontario's accessibility laws. Royal Envelope Ltd. will utilize the video program created and hosted by the Ontario Human Rights Commission, *Working Together: The Code and the AODA*. The program includes sections on:

- the Code
- understanding the duty to accommodate
- applying human rights principles
- compliance and enforcement

In addition, Royal Envelope Ltd.'s policy and multi-year plan will be reviewed during the training session.

Training records will be kept as a record of who has been trained and when they were trained.

For more information on this policy or the multi-year accessibility plan, please contact Management via email at asenwasane@royalenvelope.com, phone (905) 879 – 0000, or post 111 Jacob Keffer Pkwy Concord, Ontario L4K 4V1.

Accessible forms of this document and the accessibility plan are available upon request, please contact Management using the contact information noted above.

Last update/review: Jan 1 2020