

AODA Integrated Standard Policy

Policy Statement:

CSR Cosmetic Solutions Inc. (“CSR”) 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 (“AODA”).

Purpose:

CSR 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.

Procedure:

Please refer to the multi-year plan for details about how CSR will address the following:

Information and Communication Standard:

- Accessible Emergency Information
- Kiosks
- Feedback from Customers and Employees
- Accessible Formats and Communication Supports
- Emergency Procedures/Plan or Public Safety Information
- Accessible Websites & Web Content
- Education & Training Resources & Materials

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

Training:

CSR provides 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 the employees, volunteers and other staff members. Training will include but is not limited to, the Integrated Standard, the Ontario Human Rights Code as it pertains to persons with disabilities.

CSR will take the following steps to ensure employees and volunteers are provided with the training needed to meet Ontario's accessibility laws. This training will be done during the employee orientation, e-learning, group meetings and / or through written communication that will be posted on our communication boards.

Training records will be kept as a record of who has been trained and when they were trained with the Human Resources Department.

For more information on this policy or the multi-year accessibility plan, please contact Sara Ashwood, Human Resources Manager at sashwood@csrca.ca or 705-728-5917.

Accessible forms of this document and the accessibility plan are available upon request.