



STINSON SECURITY SERVICES ACCESSIBILITY PLAN 2018

Introduction

This accessibility plan outlines the steps that Stinson Security Services will take to prevent and remove barriers to accessibility and how the requirements of the regulation will be met.

At Stinson Security Services, we are an equal opportunity employer who is committed to doing our part to help the Province of Ontario to become fully accessible by the year 2025.

Goals of the Plan

- To establish, implement, document and maintain a multi-year accessibility plan.
- Include within its Multi-Year Accessibility Plan a statement of commitment to meet the accessibility needs of persons with disabilities in a timely manner.
- To post this accessibility plan on our website and provide the plan in an accessible format on request. www.stinsonsecurity.com
- To review and update the accessibility plan at least once every five years.

Stinson security is on track and has accomplished requirements of the Ontario Accessibility Plan up to and including 2018.

This includes:

Accessibility Training

- Our organization will continue to promote training modules and communicate training requirements to employees to ensure staff are trained as required under the accessibility legislation.
- Our organization will continue to promote mandatory online accessibility training modules to new employees as part of their orientation. This training would include but is not limited to, the AODA, OHRC and IASR.
- Maintain records of the dates when training is completed and the individuals who completed the training.

By ensuring that our new and existing employees are adequately trained, this will assist our organization in preventing and or removing accessibility barriers.

Feedback, Accessible Formats and Communication Supports

- We have a statement on our website about the availability of accessible formats and communication supports and, upon request, provide or arrange for the provision of accessible formats in a timely manner; and
- Ensure that the processes for receiving and responding to feedback are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communications supports, upon request.



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Procurement

- Our organization will continue to inform our employees of the requirement to purchase goods and services that meet or exceed accessibility requirements.
- Accessibility considerations in procurement will continue to be part of our organizations evaluation criteria.

Recruitment

- On our organizations website and on any job postings, we specify that accommodations are available for applicants with disabilities.
- Inform applicants selected to participate in an assessment or selection process that accommodations are available during the recruitment process, upon request, in relation to materials and processes to be used;
- Upon request, consult with the applicant and arrange for suitable accommodation; and notify the successful applicant, when making offers of employment, of its policies for accommodating employees with disabilities.

Informing Employees of Supports

- Inform employees and new hires (as soon as practicable) of Stinson Security Services policies to support individuals with disabilities and keep employees up to date on changes to these policies; and
- Upon request from an employee with a disability, and further to consultation with the employee, provide for suitable accessible formats and communication supports for: information needed by the employee to perform their job, and information that is generally available to employees.

Documented Individual Accommodation Plans / Return to Work Process

- We have a written process for the development of individual accommodation plans; and
- Documents for a return to work process for employees who have been absent due to a disability; the process shall outline the steps Stinson Security Services will take to facilitate the employee's return to work and use the employee's individual accommodation plan as part of that process.

Performance Management, Career Development and Redeployment

- Take into account the accessibility needs of employees with disabilities and individual accommodation plans when utilizing Stinson Security Services performance management processes, considering career development and advancement opportunities and redeployment of its employees with disabilities.



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Accessibility Compliance Report

Stinson Security will by December 31 2018, file an Accessibility Compliance Report and continue to do so, every two years as mandated by the *Accessibility for Ontarians with Disabilities Act (AODA)*.

Accessible Website

Deadline January 31 2021. Stinson Security has already accomplished this goal.

Dated January 2, 2018.

David R. Stinson

President, Stinson Security Services Limited.