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1.0 PURPOSE / SCOPE

Polymer Distribution Inc (PDI) is committed to building a culture of inclusivity and accessibility, and will continually make every effort possible to to develop and implement a program for the identification, removal, and prevention of barriers for people with disabilities in accordance with the requirements of the Accessible Canada Act (ACA) and the Accessible Canada Regulations.

2.0 DEFINITIONS

ACA Accessible Canada Act is a new federal accessibility law that aims to achieve a barrier-free Canada by the year 2040. Goals include Realization of a barrier-free Canada; Culture Change; Standards Development; Proactive Compliance and enforcement measures; Monitoring and oversight




BARRIER Anything that hinders the full and equal participation in society of persons with a physical, mental, intellectual, cognitive, learning, communication or sensory impairment or functional limitation.

DISABILITY An impairment or functional limitation that reduces someone's full involvement in society because of barriers they face. For example, some kinds of impairments that people experience are physical, mental, intellectual, cognitive, learning, communication, or sensory. Moreover, some disabilities are permanent, while others are temporary. Alternatively, some disabilities are episodic. In addition, some disabilities are evident, or visible, while others are non-evident or invisible.

Visible or Invisible conditions which may have been present from birth, caused by an accident or developed over time. Examples being:

- a) Blindness or visual impairment.
- b) Deafness or hearing disabilities.
- c) Speech impairment
- d) Physical or mobility disabilities (i.e., Paralysis, Amputation, Difficulty with balance or coordination);
- e) Epilepsy.
- f) Intellectual or learning disabilities.
- g) Mental health challenges.
- h) Reliance on service animals or mobility devices.

HR Human Resources

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3.0 RESPONSIBILITY

Human Resources: The Human Resources Department is responsible for:

- i) Ensuring all aspects of the AODA regulation, as applicable to PDI, are fully implemented and maintained.
- ii) Ensuring all personnel are trained on and understand the contents of this procedure, and are performing their work activities within the guidelines of this procedure.
- iii) Establishing monitoring and measurement activities to verify compliance to and the effectiveness of, this procedure;
- iv) Reviewing this procedure on a regular basis with personnel to verify the continued compliance to customer or quality requirements; and
- v) All Training is documented

4.0 METHOD

4.1 MULTI-YEAR ACCESSIBILITY PLAN

4.1.1 The Accessible Canada Act (ACA) and the Accessible Canada Regulations requires federally regulated entities prepare and publish accessibility plans and progress reports every three years.

4.1.2 The goal is to develop and enforce specific standards for accessibility for persons with disabilities in the relevant areas of employment, the built environment, information technologies, communications, procurement, service design and delivery, and transportation.

4.1.3 Employment:

- a) PDI will provide access to employment opportunities and accessible workspaces and offer training upon orientation in a way which suits the individual.
- b) Fair and accessible employment practices will be provided.
- c) Accommodation of persons with disabilities during the recruitment and assessment process and upon hire.
- d) Ensuring accessibility needs of employees with disabilities are considered during performance management, career development and redeployment processes.

4.1.4 Built Environment:





- a) Ensure persons move freely around buildings and public spaces.
- b) New construction or redevelopment of existing buildings will be improved for accessibility compliance.

4.1.5 Information and Communication Technologies:

- a) PDI will upgrade digital content and technologies.

4.1.6 Communications:

- a) Provide barrier-free services and spaces for persons with communication disabilities and present information in a manner which meets the needs of the individual.
- b) Welcome support persons and animals to assist those who rely on them.

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4.1.7 Procurement:

- a) Ensure purchases of accessible goods, services, and facilities from our vendors

4.1.8 Service Design and Delivery:

- a) Receive services which are accessible to people

4.1.9 Transportation:

- a) Continually work towards a barrier-free federal transportation network

4.2 CONSULTATIONS

4.2.1 In the preparation of our organization’s Accessibility Plan, PDI consulted with employees and other persons with disabilities via in-person or virtual meetings, surveys, roundtable discussions, and one on one interviews.

4.2.2 External organizations were consulted in the development of our program to identify barriers then formulate actions to address them.

4.3 GENERAL FEEDBACK

4.3.1 PDI encourages and welcomes feedback on the Company’s Accessibility Plan.

4.3.2 This feedback is valuable to PDI, as it helps us break down accessibility barriers and build on our commitment to accessibility and inclusion.

4.3.3 Feedback, including complaints, will be replied to in the same manner in which they were received; large print within 15 days, audio format within 45 days.

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5.0 QUALITY RECORDS

QUALITY RECORD	MEDIUM	RESPONSIBILITY	RETENTION	DISPOSITION
None				

6.0 REFERENCES

None