

Multi-Year Accessibility Plan

Introduction & Statement of Commitment

Angstrom Engineering is committed to providing a barrier free environment for everyone, including employees, customers, job applicants, suppliers, and any visitors who enter the premises, to access services and employment.

Angstrom Engineering is committed to fulfilling our requirements under the *Accessibility for Ontarians with Disabilities Act, 2005*. This accessibility plan outlines the steps we are taking to meet those requirements and to improve opportunities for people with disabilities.

The plan is reviewed and updated at least once every 5 years.

We train every person as soon as practicable after being hired and provide training in respect of any changes to the policies.

We maintain records of the training provided including the dates on which the training was provided and the number of individuals to whom it was provided.

Accessibility Compliance Plan

Customer Service

Angstrom Engineering is committed to providing accessible customer service to people with disabilities. This means that we will provide goods, services and facilities to people with disabilities with the same high quality and timeliness as others.

Requirement	Initiative	Timeline/Status
Ensure accessible customer service	Angstrom trains every person as soon as practicable after being hired and provide training in respect of	Complete/Ongoing

	any changes to the policies	
Notice of Disruptions	Provide public notice of disruption in facilities or services by posting notice on premises and on websites, including reason for disruption, anticipated duration and description of alternatives	Complete – would post a notice as required.
Feedback Process	Establish process for receiving and responding to customer feedback. Ensure processes are accessible by providing accessible formats and arranging communication supports upon request. The public will be notified of feedback process	Complete – on website we ask people to email us at hello@angstromengineering.com

Information & Communications Standard

Angstrom Engineering is committed to making our information and communications accessible to people with disabilities.

Requirement	Initiative	Timeline/Status
Accessible formats and communication support	Where requested, provide accessible formats of communication support	Ongoing

	for information that is generally available.	
External communications and digital media are easily accessible	Ensure Angstrom external communications and digital media such as websites, social media, and reports are AODA compliant	Done – would rely on our accessibility widget Userway as compliance

Employment

Angstrom Engineering is committed to fair and accessible employment practices.

Requirement	Initiative	Timeline/Status
Recruitment and Hiring Process	Including a statement in all internal and external job postings, notifying applicants about accommodation and providing accessible interviews and assessments	Completed/Ongoing
Informing Employees of Supports	Inform employees of policies used to support employees with disabilities	Completed
Workplace Emergency Response Information	Provide individualized workplace emergency response information to help employees with disabilities when required	Done – policy refers to ensuring specific emergency plans as required. None currently required to be in place

	in accordance with established procedures	
Return to Work Process	Develop and implement return to work process that outlines the steps Angstrom will take to facilitate the return to work of employees who were absent due to disability	Completed
Individual Accommodation Plans	Have a process in place to provide individual workplace accommodation plans where requested by an individual with a disability	Completed (same process for Return-to-Work plan)
Performance Management & Development	Ensure that performance management, career development and advancement take into account the employee's accessibility needs	Completed/Ongoing

Training

Angstrom Engineering is committed to providing training in the requirements of Ontario's accessibility laws and the Ontario Human Rights Code as it applies to people with disabilities.

Requirement	Initiative	Timeline/Status
Train all employees, volunteers and individuals	Mandatory training for new hires included in	Completed

who provide goods and services on the organization's behalf on AODA and Ontario Human Rights Code as it relates to people with disabilities	onboarding and completed within 3 weeks of hiring. Implemented through ADP Courses.	
	Require acknowledgement when accessibility policy is updated	Completed
	Track and maintain records of accessibility training completion through ADP	Completed

For More Information

For more information on this accessibility plan, please contact us at:

Department: Human Resources

Telephone: +1 519.894.4441

Email: hello@angstromengineering.com

Our accessibility plan is publicly posted at:

<https://angstromengineering.com>

Standard and accessible formats of this document are free on request from:

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