

	<b>Corporate Policy</b>	Approved by: Board of Directors
		Approved date: February 21, 2019
Springboard #125	<b>ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES: INTEGRATED ACCESSIBILITY STANDARDS</b>	Page 1 of 3
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**1. PURPOSE:**

This policy has been established to govern the provision of services in the areas of information, communications and employment to persons with disabilities to ensure that ERTH Corporation meets the requirements of Regulation 191/11, the “Integrated Accessibility Standards” (the “Regulation”), under the *Accessibility for Ontarians with Disabilities Act, 2005* (“AODA”).

ERTH Corporation is governed by this policy as well as the Accessibility for Ontarians with Disabilities: Accessibility Standards for Customer Service (#2001360), which sets out the accessibility standards for customer service under the AODA.

**2. SCOPE:**

This policy applies to the employees, officers, directors, volunteers, and third-party contractors of ERTH Corporation (“ERTH”), including its wholly-owned subsidiary companies, ERTH Power Corporation, ERTH (Holdings) Inc., and ERTH Business Technologies Inc.

**3. POLICY:**

ERTH 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. We are committed to meeting the needs of persons with disabilities in a timely manner and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the AODA.

This policy will be implemented in accordance with the timeframes established by the Regulation.

**4. PROCEDURES:**

***Training***

ERTH will train its employees on the requirements of the accessibility standards referred to in the Regulation and continue to provide training on the *Ontario Human Rights Code* as it pertains to persons with disabilities, to:

- All its employees and volunteers;
- All persons who participate in developing ERTH’s policies; and,
- All other persons who provide goods, services or facilities on behalf of the company, unless such persons are able to provide proof of training.

The training will be appropriate to the duties of the employees, volunteers and other persons. Employees will be trained when changes are made to the accessibility policy, and new employees will be trained as soon as practicable.

ERTH will keep a record of the training it provides.

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### **Information and Communications Standards**

#### ***Feedback***

ERTH will ensure that its processes for receiving and responding to feedback is accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communications supports, upon request.

#### ***Accessible Formats and Communication Supports***

Upon request, ERTH will provide or will arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person's accessibility needs due to disability.

ERTH will consult with the person making the request in determining the suitability of an accessible format or communication support.

ERTH will also notify the public about the availability of accessible formats and communication supports.

### **Employment Standards**

#### ***Recruitment, Assessment and Selection Process***

ERTH will notify its employees and the public about the availability of accommodation for applicants with disabilities in the recruitment process.

ERTH will notify job applicants, when they are individually selected to participate further in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used.

If a selected applicant requests an accommodation, ERTH will consult with the applicant and provide, or arrange for the provision of, a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

When making offers of employment, ERTH will notify the successful applicant of its policies for accommodating employees with disabilities.

#### ***Informing Employees of Supports***

ERTH will inform its employees of its policies (and changes thereto) used to support employees with disabilities, including policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. This information will be provided to new employees as soon as practicable after commencing employment.

#### ***Accessible Formats and Communication Supports for Employees***

Upon request from an employee with a disability, ERTH will consult with the employee to provide, or arrange for the provision of accessible formats and communication supports for information that is

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needed to perform his or her job, and information that is generally available to other employees. ERTH will consult with the employee to determine the suitability of an accessible format or communication support.

***Workplace Emergency Response Information***

ERTH will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and if ERTH is aware of the need for accommodation due to the disability. ERTH will provide this information as soon as is practicable after becoming aware of the need for accommodation.

Where the employee requires assistance, ERTH will, with the consent of the employee, provide the workplace emergency response information to the person(s) designated by ERTH to provide assistance to the employee.

ERTH will review the individualized workplace emergency response information when the employee moves to a different location in the organization, when the employee’s overall accommodations needs or when general emergency response procedures are reviewed.

***Return to Work Process***

ERTH maintains a documented return to work program for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work. The program outlines the steps ERTH will take to facilitate the return to work.

This return to work process will not replace or override any other return to work process created by or under any other statute.

***Performance Management, Career Development and Advancement & Redeployment***

ERTH will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans when conducting performance management, providing career development and advancement to employees, or when redeploying employees.

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Chris White, CEO

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February 21, 2019  
Date