



## **CPL Accessibility Policy**

### **Statement of Commitment**

CPL is committed to treating all people in a way that allows them to maintain their dignity and independence. We are committed to meeting the needs of persons with disabilities in a timely manner, by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

### **Accessibility Plan**

CPL has a Multi-Year Accessibility Plan outlining the company's strategy to prevent and remove barriers from its workplace and to improve opportunities for persons with disabilities. The Multi-Year Accessibility Plan will be reviewed and updated at least once every 5 years. Upon request, a copy of the Accessibility Plan will be provided in an accessible format.

### **Training**

CPL employees must complete the Accessibility training when changes are made to policies and procedures. This training is also provided to new hires as part of new employee orientation.

### **Accessible Information**

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

Upon the request of an employee with a disability, CPL will consult with the employee to provide, or arrange for the provision of, accessible formats and communication supports for information that is needed to perform his/her job, and information that is generally available to other employees. In determining the suitability of an accessible format or communication support, CPL will consult with the employee making the request. Websites compliant with Web Content Accessibility Guidelines (WCAG) 2.0, Level AA.

### **Workplace Emergency Response Information**



CPL will provide a personal emergency evacuation plan to employees who have a disability upon request. CPL will create individual accommodation process for employees with disabilities for those identified.

### **Return to Work Process**

CPL has a return-to-work process for its employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work. The return to-work process outlines the steps the company will take to facilitate the return to work and will include documented individual accommodation plans as part of the process.

### **Information and Communications**

CPL is committed to meeting the communication needs of people with disabilities and remains open to receiving feedback regarding requirements. The company will also ensure that our websites and web content meet or exceed the AODA WCAG 2.0 requirements.

### **Employment**

#### **Informing Employees of Support**

CPL will inform its employees of any policies and changes to policies related to support and accommodation for employees with disabilities.

#### **Recruitment, Assessment or Selection Process**

CPL will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process. CPL will notify job applicants when they are individually selected to participate further in an assessment or selection process that accommodation is available upon request in relation to the materials or processes to be used. If a selected applicant requests an accommodation, the company will consult with the applicant and provide, or arrange for the provision of, a suitable accommodation in a manner that considers the applicant's accessibility needs due to disability. After making offers of employment CPL will



notify the successful applicant of its policies for accommodating employees with disabilities.

### **Design of Public Spaces**

CPL will meet the Accessibility Standards for the Design of Public Spaces when building or making major modification to public spaces related to our office location(s). This includes parking lots, office facilities, office furniture, signage, and service disruption requirements.