

STATEMENT of POLICY and PROCEDURES

Statement of Organizational Commitment for Thordon Bearings Inc

Policy

Under the AODA, Ontario Regulation 191/11, entitled, Integrated Accessibility Standards Regulation, came into force July 1, 2011. The regulation establishes accessibility standards for information and communications, employment, and transportation. Thordon Bearings Inc. is included in the regulation's definition of an "obligated organization" and must comply with the phased-in requirements of the regulation beginning Jan 1, 2014.

Thordon Bearings Inc. is committed to working towards being compliant with all the standards it is required to comply with under the **Accessibility for Ontarians with Disabilities Act (AODA)** as they are introduced and become law.

Thordon Bearings Inc. recognizes the history of discrimination against persons with disabilities in Ontario and the fundamental importance of developing, implementing and enforcing standards in a timely manner in order to achieve accessibility for Ontarians with disabilities.

Thordon Bearings Inc. is committed to the principles of independence, dignity, integration, and equality of opportunity described in the AODA and to meeting the needs of people with disabilities, in a timely manner, through the implementation of this policy.

Thordon Bearings Inc. is committed to establishing, maintaining and implementing policies as well as associated practices and procedures in the Integrated Regulation, specifically in the areas of information and communications, employment and to meet the accessibility needs of people with disabilities in a timely manner.

Thordon Bearings Inc. is committed to excellence in serving all of our employees, customers and visitors, including people with disabilities. When providing information to, or communicating with, a person with a disability, we will provide the information and communication in a manner that takes into account the person's disability.

Thordon Bearings Inc. is committed to ongoing improvements to accessibility on its premises as required by law, as well as to the services offered to customers, employees and members of the general public.

Thordon Bearings Inc. is committed to promoting values that support relationships between people with disabilities and the organization.

Thordon Bearings Inc. is committed to the establishment, implementation, maintenance, and documentation of a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under the Integrated Regulation.

Thordon Bearings Inc. is committed to the training of all employees who deal with customers and the public on Thordon Bearings behalf, and persons participating in the development and approval of Thordon Bearings policies, practices and procedures on the requirements under the Integrated Regulation and the **Human Rights Code** as it pertains to persons with disabilities.

Purpose

The purpose of this Statement of Policy and Procedure is to create a statement of commitment that provides a framework within which accessibility plans and initiatives are to be created in order to move Thordon Bearings Inc. towards the goal of improved accessibility for people with disabilities. Thordon Bearings Inc. is committed to provide accessibility and accommodation as prescribed in the AODA.

The commitments of this policy are intended to ensure that accessibility remains a priority in Thordon Bearings decision-making process and will serve to assist in ensuring that decisions improve accessibility and do not inadvertently create barriers.

Scope

This policy applies to Thordon Bearings:

- Employees
- Contactors and sub-contractors engaged by Thordon Bearings
- Customers
- Visitors
- Applicants for employment with Thordon Bearings who may require employment accommodation through the recruitment, assessment, selection, and hiring process
- Any other third party providing goods, services or facilities on Thordon Bearings behalf

Responsibility

The Human Resources Manager of Thordon Bearings Inc. is responsible for the administration of this policy. It is the Human Resources Manager's responsibility to ensure the application of this policy and that the company achieves compliance with the law and creates an environment that provides the widest feasible scope of access, which is the right or opportunity to reach, use or participate in the company's systems, facility and services.

The Human Resources Manager, department managers, immediate supervisors and lead hands are responsible for ensuring that all employees follow the guidelines set out in this policy.

The Human Resources Manager, department managers, immediate supervisor and lead hand are responsible to ensure all employees are trained under the Accessibility Regulations and Standards under the AODA, the **Human Rights Code** and all related policies, practices and procedures.

All employees, contractors, sub-contractors, and any other person acting on behalf of Thordon Bearings and persons involved in the creation of Thordon Bearings policies are responsible for adhering to and following the commitments set out in this policy.

Definitions

Accessible formats – may include, but are not limited to, large print, recorded audio and electronic formats, and other formats usable by persons with disabilities

Accommodation – means the special arrangements made or assistance provided so that persons with disabilities can participate in the experiences available to persons without disabilities. Accommodation will vary depending on the person's unique needs

Communication supports – may include, but are not limited to captioning, alternative communication supports, and other supports that facilitate effective communications

Communications – means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent, or received

Dignity – means service is provided in a way that allows the individual to maintain self-respect and the respect of other persons

Equal Opportunity – means service is provided to individuals in such a way that they have an opportunity to access goods or services equal to that given to others

Independence – means when a person is able to do things on their own without unnecessary help or interference from others

Information – includes data, facts and knowledge that exist in any format, including text, audio, digital or images, and that convey meaning

Integration – means service is provided in a way that allows the individual to benefit from equivalent services, in the same place, and in the same or similar way, as other individuals, unless an alternative measure is necessary to enable the individual to access goods or services

Reasonable efforts – means taking approaches that meet the required needs of the individual

REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Accessibility for Ontarians with Disabilities Act, 2005

Integrated Accessibility Standards, Ontario Regulation 191/11

Statement of Policy & Procedure - Multi-year accessibility plan for Thordon Bearings Inc.

Procedures

The Human Resources Manager of Thordon Bearings Inc. will monitor and evaluate accessibility initiatives and changes to applicable legislation and/or regulations. Changes to policies, plans and initiatives will be incorporated as required. The Human Resources Manager of Thordon Bearings Inc. will also report on performance in relation to established accessibility goals and targets.

If you have any questions on this policy, want to provide feedback or have a complaint, contact the Human Resources Manager of Thordon Bearings Inc. at:

donnam@thomson-gordon.com

905-319-6878 – direct line or

905-335-1440 ext. 218