

ACCESSIBILITY PLAN AND POLICIES

BEN MACHINE PRODUCTS CO. INC.

This accessibility plan outlines the policies and actions that Ben Machine Products Co. Inc. ("Ben Machine") will put in place to improve opportunities for people with disabilities.

Statement of Commitment

Ben Machine 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 people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

Accessible Emergency Information

Ben Machine is committed to providing customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

Training

Ben Machine will provide training to employees, volunteers and other staff members on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees, volunteers and other staff members. Ben Machine will design and develop a new company wide training program that will ensure employees are provided with the training needed to meet Ontario's accessible laws by **January 1, 2015**.

Information and Communications

Ben Machine is committed to meeting the communication needs of people with disabilities. Ben Machine has reviewed its website and content and will ensure it conforms with WCAG 2.0, Level A at all times. Ben Machine will ensure that existing feedback processes are accessible to people with disabilities upon request. Ben Machine will ensure that all publicly available information is made accessible upon request. Ben Machine will review its website and content and make the necessary changes to ensure that it conforms with WCAG 2.0, Level AA by **January 1, 2021**.

Employment

Ben Machine is committed to fair and accessible employment practices. We will notify the public and staff that, when requested, Ben Machine will accommodate people with disabilities during the recruitment and assessment processes and when people are hired by posting a copy of these policies on the employment notice boards in the company.

Ben Machine will develop individual accommodation plans and return-to-work plans for employees that have been absent due to a disability. These plans will be created in consultation with the employee and any required third parties, including the employee's health care providers.

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We will ensure that management and supervisors take into consideration the accessibility needs of employees with disabilities when reviewing performance, career development and redeployment processes.

Design of Public Spaces

Ben Machine will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces. Public spaces include: outdoor eating areas; outdoor paths of travel, like sidewalks, ramps, stairs and curb ramps; accessible parking and service-related elements like service counters, fixed queuing lines and waiting areas.

For More Information

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

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Accessible formats of this document are available free upon request.