



Accessibility Plan (AODA)

Revision Level:
Initial Release

Revision Date:
August 2023

A Message from Our President- John MacDonald

Britespan Building Systems Inc. is committed to providing an accessible environment for all clients, employees, job applicants, suppliers, and visitors who may enter our premises, access our information, or use our services.

As an organization, we respect and comply with the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. We strive to provide an accessible and welcoming environment for everyone by identifying and removing barriers in our workplace and ensuring that new barriers are not created. The company ensures that persons with disabilities are provided with equal opportunities. We are committed to meeting the needs of individuals with disabilities in a timely and integrative manner that respects their dignity and independence.

Providing an accessible environment is a shared effort, and we work with the necessary parties to make accessibility for all a reality. Our Accessibility Plan and Policy are publicly posted on our website www.britespanbuildings.com

For more detailed information or to provide feedback about our accessibility policies, plans, and training, please contact:

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Our Plan to Remove and Prevent Barriers

Britespan 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.

This plan shows how we will play our role in making Ontario an accessible province for all Ontarians. The plan is reviewed and updated at least once every 5 years.

Strategies and Actions

Over the next five years (2023-2028) Britespan is committed to fulfilling the AODA Requirements in the following ways:

Customer Service: Britespan 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.

We will:

- Train our employees in how to interact and communicate with people of different types and disabilities. Ensuring everyone is treated with respect and dignity.

Information and Communications: Britespan is committed to making our information and communications accessible to people with disabilities.

We Will:

- Develop a template for slide decks using large fonts, high contrast colours and a clean layout.
- Continue to work to ensure marketing is accessible.

Employment: Britespan is committed to fair and accessible employment practices.

We Will:

- Ensure all recruitment policies, procedures and practices comply with the Ontario Human Rights Code. All internal and external candidates shall receive equal treatment with respect to employment without discrimination because of disability.
- We will review current hiring processes to identify and remove barriers, such as inaccessible locations for interviews.

Training: Britespan 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.

We Will:

- Train every person as soon as practicable after being hired and provide training in respect of any changes to the Policies.
- 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.

Training will Cover:

- Britespan 's policies, procedures and practices pertaining to providing accessibility for persons with disabilities.
- Instructions on how to interact and communicate with people with various types of disabilities.
- Instructions on how to interact with people with disabilities who:
 - Use assistive devices.
 - Require the assistance of a guide dog, service dog or other service animal; or
 - Require the use of a support person (including the handling of admission fees).
- Instructions on how to use equipment or devices that are available at our premises or that we provide that may help people with disabilities.
- Instructions on what to do if a person with a disability is having difficulty accessing our services.

Design of Public Spaces: Britespan will meet accessibility laws when building or making major changes to public spaces.

We Will:

- Ensure compliance with accessibility requirements and the Ontario Building Code for any future renovations or new buildings.
- Consider potential barriers when selecting venues for meetings and conferences.

Revision Log			
Rev. Level	Date	Sections Affected	Description of Change
1	08/03/2023	All	Initial Release