



MaxSys Staffing & Consulting
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ACCESSIBILITY POLICIES AND MULTI-YEAR ACCESSIBILITY PLAN

PURPOSE

The Accessibility for Ontarians with Disabilities Act (AODA) 2005 requires all organizations in Ontario that has more than 50 employees to create a multi-year accessibility plan that outlines what MaxSys will do to remove and prevent accessibility barriers in the organization.

This accessibility plan outlines the policies and actions that MaxSys will put in place to improve opportunities for people with disabilities. The plan shall be updated at least once every five years and a copy is posted on the company website.

SCOPE

All members of the MaxSys team are expected to conduct themselves in accordance with this policy.

STATEMENT OF COMMITMENT

MaxSys is a professional staffing and solutions firm, offering the best in innovative and creative professional service needs. MaxSys is dedicated to providing excellence in servicing all customers and clients including individuals with disabilities. MaxSys believes in equal opportunity and is committed to providing a safe, healthy and dignified work environment for all members of the organization. We will continue to prevent and eliminate any barriers in the accessibility of MaxSys services by meeting the needs of individuals with disabilities.

This statement is also available on our company website.

ACCESSIBLE EMERGENCY INFORMATION

MaxSys is committed to providing customers and clients with publicly available emergency information in an accessible way upon request in an acceptable format or with the appropriate support. We will also provide employees who are unable to follow the standard emergency plan due to a permanent or temporary disability, with individualized emergency response information when necessary.

MaxSys has put an Accessibility Policy in place which addresses communicating with persons with disabilities, assistive devices, service animals and support persons, interruption to accessible services and feedback processes for people with disabilities. The policy is available in writing and is accessible for interested parties upon request.

The Policy is posted at the MaxSys Branch office as well as on our MaxSys website.

TRAINING

Since December 2014, the MaxSys internal staff have been provided training on the Accessibility Policy and how to communicate with persons with disabilities, assistive devices, service animals and support persons, interruption to accessible services and feedback processes for people with disabilities. The presentation can be accessed at any time by our internal employees on our shared web portal. Confirmation of training documentation and sign off are maintained in employee personnel files.

In January 2015, Accessibility training was introduced to the MaxSys internal On-Boarding program. All new employees are provided with the necessary training during their first 3 months of deployment. A training checklist agenda includes a category to confirm employees who have completed the training.



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INFORMATION AND COMMUNICATION

MaxSys is committed to meeting the communication needs of people with disabilities. We have consulted people with disabilities to determine their information and communication needs to better suit their accessibility.

An emergency plan has been created in each Ontario branch to ensure that all staff are aware of their duties in the case of an emergency. A designated Official was established at each of the branch locations. A customized plan is created for employees with disabilities. The information is both posted and easily accessible to all members of the organization. The Designated Officials were trained on Emergency Plans.

By 2021 all branches across Canada will have an established Emergency Evacuation Plan.

Web Site:

MaxSys has undertaken the following steps to ensure that all new website and content on this site conform to WCAG 2.0, Level AA by the required date in 2021.

- Ran tests on the company website to determine requirements needed
- Contacted third party to determine what is required to become compliant
- Requested a quote from third party to determine the timelines and costs associated with the upgrades

MaxSys will determine whether we will make the changes in house or outsource the job. The anticipated completion date in July 2020.

MaxSys has taken the following below steps to ensure that existing feedback processes were accessible upon request.

- Ensure Customer Surveys are available and accessible on our company website;
- Any feedback provided, in person, by email by telephone or by our surveys to MaxSys will be investigated, acknowledged and followed up; and
- Any serious concerns will be brought up with the VP or President for further action.

MaxSys ensures that all publicly available information is made accessible upon request.

EMPLOYMENT

MaxSys is committed to fair and accessible employment practices. We will take the following steps to notify the public and staff that, when requested, MaxSys will accommodate people with disabilities during the recruitment and assessment processes and when people are hired by:

- Providing training to all new staff members during their onboarding process;
- Understanding any special needs of our employees and determine alternate practices to accommodate (Ex: Emergency Evacuation Procedures); and
- Inform candidates during the registration process that alternative accommodations can be made upon hiring.

Our accessibility plan will be reviewed on an annual basis to take into account the needs of all members of the organization.



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ADMINISTRATION

If you have any questions or concerns about this policy or the procedures in place or to request information in an accessible format, please feel free to contact us:

Human Resources
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