

Lecours Lumber Accessibility Plan & Policy

This accessibility plan outlines the strategy of Lecours Lumber Co. Limited to prevent and remove barriers for people with disabilities and comply with the requirements of the *Integrated Accessibility Standards Regulation* under the *Accessibility for Ontarians with Disabilities Act, 2005*.

Lecours Lumber Co. Limited is committed to providing an accessible environment for all 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. Lecours Lumber Co. Limited ensures that persons with disabilities are provided with equal opportunities and are committed to meeting the needs of individuals with disabilities in a timely and integrative manner that respects their dignity and independence.

Lecours Lumber Co. Limited has completed the following initiatives to prevent and remove barriers and comply with the *Integrated Accessibility Standards Regulation*:

General

- Maintain policies governing how we achieve accessibility through meeting requirements as per O. Reg. 191/11, s. 3 (1)
- Review and update the multi-year accessibility plan once every five years as per O. Reg. 191/11, s 4 (1)
- Any material required is adapted to accommodate needs of colleagues in an accessible format.

Information and communications

- We can print any information requested by an employee regarding any disabilities.
- Will be posted on our website www.lecourslumber.com

Policy

INTERNAL

1. **Conduct accessibility audits:** We assess our current facilities, equipment, and practices to identify any barriers that may prevent disabled employees from fully participating in the workplace.
2. **Provide reasonable accommodations:** Make changes to the physical environment, work schedule, or job duties to ensure that all employees can perform their job duties.

3. Make use of assistive technology: We provide equipment and software that can assist employees with disabilities, such as screen readers for those who are visually impaired, or ergonomic equipment for employees with mobility issues. If you need assistive technology, please contact a Supervisor.
4. Communicate effectively: We ensure that all communication, including written and verbal, is clear and accessible to all employees, including those with disabilities.
5. Make sure our policies are inclusive: We review and update our policies and procedures to ensure they are inclusive and non-discriminatory.
6. Encourage and support employee involvement: We encourage and support all of our employees to participate in the development and implementation of accessibility policies and practices we also have a JHSC committee in place.

EXTERNAL

1. We have made our main offices in Hearst and Calstock accessible to all with disabilities, ensuring that all areas of our offices are fully accessible.