



INTEGRATED ACCESSIBILITY STANDARDS POLICY

Labelink Products Inc. and Labelink Flexible Inc. (hereinafter referenced as Labelink) is committed to providing an equitable environment for employees, customers, and visitors through opportunities for access and participation in all aspects of activities within our organization.

These standards are developed to break down barriers and increase accessibility for persons with disabilities in the areas of information and communications and employment.

Labelink is governed by this policy as well as the Accessibility Standards for Customer Service Policy and the *Accessibility for Ontarians with Disabilities Act, 2005* in meeting the accessibility needs of persons with disabilities.

COMMITMENT

Labelink 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 persons 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.

ACCESSIBILITY PLAN

Labelink will develop, maintain and document an Accessibility Plan outlining the Company's strategy to prevent and remove barriers from its workplace and to improve opportunities for persons with disabilities.

The Accessibility Plan will be reviewed and updated as necessary.

TRAINING EMPLOYEES AND VOLUNTEERS

Labelink will ensure that training is provided on the requirements of the accessibility standards referred to in the Regulation and continue to provide training as it pertains to persons with disabilities to all persons to whom this policy applies.

The training will be appropriate as soon as practicable, including new employees.

Employees will be trained when changes are made to the accessibility policy.

INFORMATION AND COMMUNICATIONS STANDARDS

Feedback

Labelink will continue to ensure that its process for receiving and responding to feedback is accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communications supports, upon request.

Accessible Formats and Communication Supports

Upon request, Labelink will arrange for the provision of accessible formats and communication support for persons with disabilities in a timely manner that takes into account the person's accessibility needs due to disability.

Labelink will consult with the person making the request in determining the suitability of an accessible format or communication support.

Labelink will also notify the public about the availability of accessible formats and communication support.

Accessible Websites and Web Content

Website is controlled outside of Ontario. However, where practical, Labelink will make efforts to meet the requirements of accessible compliance of the website.

EMPLOYMENT STANDARDS

Recruitment

Labelink will notify its employees and the public about the availability of accommodation for applicants +with disabilities in its recruitment process.

Recruitment, Assessment or Selection Process

Labelink will notify job applicants, when they are individually selected to participate further in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used.

If a selected applicant requests accommodation, the Company will consult with the applicant and provide, or arrange for the provision of, suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

Notice to Successful Applicants

If an applicant or successful candidate requests accommodation, their needs will be discussed with them, and adjustments will be made to support them.

Workplace Emergency Response Information

Labelink will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and if the Company is aware of the need for accommodation, the Company will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the employee requires assistance, the Company will, with the consent of the employee, provide the workplace emergency response information to the person designated by the Company to provide assistance to the employee.

Documented Individual Accommodation Plans

If requested, information regarding accessible formats and communications support will be included in individual accommodation plans.

Return to Work Process

Labelink has a return to work process for its employees who have been absent from work due to a disability and who require disability-related accommodation in order to return to work. . This return to work process will not replace or override any other return to work process created by or under any other statute (i.e., the *Workplace Safety Insurance Act, 1997*).

Performance Management, Career Development and Advancement

Labelink will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement to employees.

Questions about this policy

If anyone has a question about the policy, or if the purpose of a policy is not understood, an explanation will be provided by:

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