



Multi-Year Accessibility Plan (revised 02/2024)

This Multi-Year Accessibility Plan outlines **Windsor Salt Ltd. and Kissner Milling Company Ltd.** (individually and jointly, each the “Company”) strategy to remove and prevent barriers and meet the requirements of the *Integrated Accessibility Standards Regulation* (the “Regulation”) of the *Accessibility for Ontarians with Disabilities Act, 2005*.

Legislative Standard	Ontario Requirement	Activity	Deadline	Status
General Requirements				
Training	Train all employees on the requirements of the accessibility standards referred to in the <i>Accessibility Standards for Customer Service (ASCS)</i> , the <i>Integrated Accessibility Standards Regulation (IASR)</i> and on the <i>Human Rights Code</i> as it pertains to people with disabilities.	<ul style="list-style-type: none"> • Training developed and implemented on ASCS, IASR and Human Rights Code and delivered as an electronic learning module. • New employees will be trained as part of their orientation. • Tracking maintained to ensure training has been completed. 	January 1, 2015	Completed
Information and Communications Standard				
Feedback	Develop process for receiving and responding to feedback that is accessible to people with disabilities.	<ul style="list-style-type: none"> • Feedback process has been developed to enable multiple formats. 	January 1, 2015	Completed
Accessible Formats and Communication Supports	Provide or arrange for accessible formats and communication supports for people with disabilities that take into account the person’s accessibility needs, upon request.	<ul style="list-style-type: none"> • Formats and supports identified as required. 	January 1, 2016	Completed
	Public to be notified of availability of accessible formats and communication supports.	<ul style="list-style-type: none"> • Online notice developed on the Company’s website that accessible formats and communication supports are available and process to obtain them. 	January 1, 2016	Completed

Legislative Standard	Ontario Requirement	Activity	Deadline	Status
Accessible Websites and Web Content	New website and web content must conform with WCAG 2.0 Level A.	<ul style="list-style-type: none"> All web content is accessible and complies with WCAG 2.0 Level A. 	January 1, 2014	Completed
	All websites and web content must conform with WCAG 2.0 Level AA.	<ul style="list-style-type: none"> Review website design to ensure it complies with WCAG 2.0 Level AA. 	January 1, 2021	Completed
Employment Standard				
Recruitment, Assessment and Selection	Notify applicants that accommodation is available during the recruitment, assessment and selection process.	<ul style="list-style-type: none"> Recruitment practices modified to take into consideration accessibility for applicants with disabilities. 	January 1, 2016	Completed
		<ul style="list-style-type: none"> Accommodation is available upon request for applicants with disabilities as specified on the Company website, job postings and in communications. 	January 1, 2016	Completed
		<ul style="list-style-type: none"> Standard wording developed and incorporated into applicable media. 	January 1, 2016	Completed
	Consult with the applicant and provide or arrange for the provision of suitable accommodation.	<ul style="list-style-type: none"> Interview and assessment process reviewed for accessibility barriers. 	January 1, 2016	Completed
		<ul style="list-style-type: none"> As necessary and upon request, process is modified to remove accessibility barriers. 	January 1, 2016	Completed
	Notify successful applicant(s) of policies for accommodating employees with disabilities.	<ul style="list-style-type: none"> Notification of policies on accommodating employees with disabilities is part of new hire orientation. 	January 1, 2016	Completed
Employee Supports	Inform employees of accommodation policies and keep employees updated.	<ul style="list-style-type: none"> The Company's "Safe Return to Work and Accommodation Procedure" developed and ensures Company employees in Ontario are accommodated according to their needs as outlined in the Procedure. Changes are communicated via monitors and departmental postings. 	January 1, 2016	Completed

Legislative Standard	Ontario Requirement	Activity	Deadline	Status
Accessible Formats and Communication Supports for Employees	Provide all information communicated to employees in accessible formats or with communication supports, upon request.	<ul style="list-style-type: none"> Formats and supports are identified and deployed as required. 	January 1, 2016	Completed
		<ul style="list-style-type: none"> Point of contact for employees identified for those individuals who need to access support. 	January 1, 2016	Completed
Individual Accommodation Plans (IAP)	Create a written process for developing and documenting IAPs for employees with disabilities.	<ul style="list-style-type: none"> The Company's "Safe Return to Work and Accommodation Procedure" developed and ensures Company employees in Ontario are accommodated according to their needs as outlined in the Procedure. 	January 1, 2016	Completed
		<ul style="list-style-type: none"> Template developed to document the details of an IAP. 	January 1, 2016	Completed
Return to Work Process	Create a documented return to work process for employees absent due to a disability and that require accommodations to return to work.	<ul style="list-style-type: none"> The Company's "Safe Return to Work and Accommodation Procedure" developed and documents the return to work process in detail. 	January 1, 2016	Completed
		<ul style="list-style-type: none"> Template developed to be used to document the return to work plan and accommodation(s) required. 	January 1, 2016	Completed
Performance Management, Career Development, Advancement and Redeployment	Include accessibility considerations in performance management, career development, advancement, and redeployment processes.	<ul style="list-style-type: none"> Performance management, career development, advancement, and redeployment processes ensure that accessibility needs of employees with disabilities are taken into account. 	January 1, 2016	Completed