		TYPE OF DOCUMENT Human Resources Manual		GAMMA FOUNDRIES – N° GF-H-MN-301	
ACCESSIBILITY POLICY					
Rev N° 002	Issue Date: 2014-01-06	2017-02-02	Prepared by: HR Generalist/AU	Approved by: General Manager/AQ	Page 1 of 3
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PURPOSE

The purpose of this Accessibility Standard Policy is to fulfill requirements set out in regulation 191/11 of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and to establish a policy for Gamma Foundries Inc. that governs the achievement of accessibility through meeting the requirements under the AODA.

GENERAL

This policy applies to all personnel at Gamma Foundries Inc., and all supervisors and managers are responsible for ensuring that these policies are adhered to in their individual work units, with the overall intent to further the company's commitment.

Definitions

Accessible refers to the necessary accommodations made in order to provide employment, and provision of good and services in a manner that is based upon the principles of dignity, independence, integration, and equal opportunity to persons with disabilities.


Disability means:

- a) Any degree of physical infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impairment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on guide dog, or other animal, or on a wheelchair or other remedial appliance or device,
- b) A condition of mental impairment or a developmental disability,
- c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d) A mental disorder,
- e) An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

Barriers to Accessibility:

It is understood as anything (obstacle) that prevents a person with a disability from fully participating in all aspects of society because of his or her disability. AODA has defined the following types of Barriers to Accessibility:

- **Attitudinal** barriers are those that discriminate against people with disabilities
- **Information or communications** barriers happen when a person can't easily understand information
- **Technology** barriers occur when a technology can't be modified to support various assistive devices
- **Organizational** barriers are an organization's policies, practices or procedures that discriminate against people with disabilities
- **Architectural and physical** barriers are features of buildings or spaces that cause problems for people with disabilities.

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STATEMENT OF COMMITMENT

The management of *Gamma Foundries Inc.* recognizes potential barriers for accessibility in the company facilities, therefore, *Gamma Foundries Inc.* will make every reasonable effort to identify all potential barriers and to eliminate or minimize them as per the nature of our business. *Gamma Foundries Inc.* is committed to allotting whatever time, attention, authority and resources necessary to ensure a safe, healthy and equal working and business environment for all employees and customers to whom we provide care.

Feedback

Gamma Foundries Inc. in its willingness to provide optimum accessibility standards while paying attention to the unique requirements of our employees and customers with disabilities, welcome and appreciate your comments on how well your needs are met.

Feedback regarding accessibility standards can be made in person, by telephone, through email, or by any other means as considered required, and the directed to the Human Resources Department.

The Human Resources Department, will create a log to record any feedback; will ensure that received suggestions are processed to eliminate or minimize any possible accessibility barrier, putting safety first as per the nature of our business.

Modification to this policy

Any policy of Gamma Foundries Inc. that does not respect and promote the dignity and independence of people with disabilities will be modified and/or eliminated. In addition, the company's accessibility plan/policy will be reviewed and/or updated at least once every five (5) years.

MULTI-YEAR ACCESSIBILITY PLAN


Gamma Foundries Inc. is committed to comply with the Ontario's accessibility laws by eliminating the barriers that prevent persons with disability to fully perform a normal life. However, due to the nature of our business, there may be some barriers, unique to our organization, impossible to remove due to safety reasons. However, we are working on the following aspects:

a. Customer Service

Currently administrative offices and reception area are located in a mezzanine on the second floor. However, we are able to meet with customers in the offices located on the ground floor, and people with disabilities can access it with their assistive devices, service animal or support person.

Following our safety protocol, the company has restricted access to the shop floor since debris, sparks, and/or molten metal on the floor increase the risk of accident to our visitors, who are not familiarized with the plant environment.

b. Employment

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Gamma Foundries Inc. is committed to remove barriers across the employment life cycle to create a workplace accessible to all personnel and which allow our employees to reach their full potential. Employment will be provided in a manner that respects the dignity and independence of all workers. The provision of employment to persons with disabilities will be integrated whenever possible. Persons with disabilities will be given an opportunity equal to that given to others, across the employment life cycle procedures.

c. Information and Communication

Gamma Foundries Inc. is committed to providing a website that is accessible to the widest possible audience, and in accordance to the World Wide Web Consortium's Web Content Accessibility Guidelines 2.0. When a person requires it, we are able to provide it in accessible formats and communications supports, within our capability as manufactures, as quickly as possible when a person with a disability require them.

d. Design of Public Spaces

Gamma Foundries Inc. currently complies with the requirements of parking spaces and ramps required for accessing the building. Procedures for preventative and emergency maintenance of the accessible elements in public spaces are included in our Preventive Maintenance Program. Temporary disruptions will be dealt accordingly.

e. Staff Training

Gamma Foundries Inc. will provide training to employees, volunteers and others who deal with the public and to everyone who is involved in developing policies, practices and procedures on making Gamma Foundries accessible to people with disabilities.

Training includes:

- An overview of the AODA, 2005 and the requirements of the accessibility standards the areas concerning Gamma Foundries
- How to interact and communicate with people with various types of disabilities
- How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person
- What to do if a person with disability is having difficulty in accessing Gamma Foundries' facilities and/or services

Revision History

001	Revision and Approval	2014-11-18	General Manager/AQ
002	b. Employment		
	c. Information and Communication	2017-02-02	Human Resources Generalist/AU
	d. Design of Public Spaces		