



B I O F I L T E

Accessibility Policy

STATEMENT OF ORGANIZATIONAL COMMITMENT

Waterloo Biofilter Systems Inc. is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration, and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to

Onsite Wastewater Treatment Experts Since 1993



B I O F I L T E

- In writing via email to info@waterloo-biofilter.com, or service@waterloo-biofilter.com
- By phone at 519-856-0757
- In person at 65 Massey Road, Suite C, Guelph ON N1H 7M6

All Feedback, including complaints, will be handled in the following manner:

- 1) The feedback will be provided to the appropriate departmental manager.
- 2) The department manager will discuss the feedback both with their department and the senior leadership team.
- 3) -4 li

Onsite Wastewater Treatment Experts Since 1993



We will consult with the person making the request in determining the suitability of an accessible format or communication support. If the organization determines that information or communications are unconvertible, the organization shall provide the requestor with:

- a) An explanation as to why the information or communications are unconvertible; and
- b) A summary of the unconvertible information or communications.

We notify the public about the availability of accessible formats and communication supports by stating their availability on our website.

We are also actively working to improve our websites accessibility by completing projects that will align it with the internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website UHTXLUHPHQWV LQ DFFRUGDQFH ZLWK 2QWDULR V DFFHVVLELOLW\ O

EMPLOYMENT

We notify employees, job applicants and the public that accommodations can be made during recruitment and hiring. We notify job applicants when they are individually selected to participate in an assessment or selection process that accommodations are available upon request. We consult with the applicants and provide or arrange for suitable accommodation.

We notify successful applicants of policies for accommodating employees with disabilities when making



B I O F I L T E

- a) When the employee moves to a different location in the organization;
- b) :KHQ WKH HPSOR\HH V RYHUDOO DFFRPPRGDWLRQV QHHGV RU SC
- c) When the employer reviews its general emergency response policies.

Recognizing that every individual is unique, we take a collaborative approach to working with each employee when writing individual accommodation plans for the employee.

If an employee has been absent from work due to a disability and requires disability -related accommodations in order to return to work, we will work collaboratively with the employee to develop their return to work plan.

Our performance management, career development and redeployment processes take into account the accessibility needs of all employees.

CHANGES TO EXISTING POLICIES

Any policies of this organization that do not respect and promote the principles of dignity, independence, integration and equal opportunity for people with disabilities will be modified or removed.

This document is publicly available. Accessible formats are available upon request.

Onsite Wastewater Treatment Experts Since 1993



Multi-Year Accessibility Plan

STATEMENT OF ORGANIZATIONAL COMMITMENT

Waterloo Biofilter Systems Inc. is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration, and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the
and Ontario's accessibility laws.

INTRODUCTION

Waterloo Biofilter Systems Inc. strives to meet the needs of its employees and customers with disabilities and is working hard to remove and prevent barriers to accessibility.

Waterloo Biofilter Systems Inc. is committed to fulfilling our requirements under the

SECTIOtraining modules o

Information and Commun

Waterloo Biofilters Accessibi
have developed a process fo

Onsite Wastewater Treatment Experts Since 1993

Onsite Wastewater Treatment Experts Since 1993

65 Massey Road, Suite C, Guelph ON N1H 7M6