



Statement of Commitment

At Bloomstar, we’re dedicated to making our environment welcoming and accessible for everyone, including our clients, employees, job applicants, suppliers, and visitors. We follow the Accessibility for Ontarians with Disabilities Act (2005) and its standards to ensure everyone feels safe and respected.

We’re committed to building accessibility into everything we do—from our policies and equipment to our training and best practices. We regularly review these to make sure we’re meeting the needs of people with disabilities in a timely and effective way.

Creating a barrier-free environment is a team effort, and we’re working with everyone involved to make this a reality. For more information about our accessibility policies and programs, please contact Human Resources.

General Requirements

ACTION	TIMELINE					Responsibility
	Jan 1 2022	Jan1 2023	Jan 1 2024	Jan 1 2025	Ongoing	
Establishment of accessibility plans including ongoing maintenance		X			X	Human Resources
Create, post, and maintain accessibility plans		X			X	Human Resources
Provide training to employees on the AODA standards and the Human Rights code as it relates to AODA					X	Human Resources

Information and Communication Standards

ACTION	TIMELINE					Responsibility
	Jan 1 2022	Jan1 2023	Jan 1 2024	Jan 1 2025	Ongoing	
Ensure that processes for receiving and responding to feedback are accessible					X	HUMAN RESOURCES/IT
Notify the public about the availability of accessible formats and communication supports.					X	HUMAN RESOURCES/IT
Websites and internet content must conform with WCAG 2.0					X	IT

Employment Standards

ACTION	TIMELINE					Responsibility
	Jan 1 2022	Jan1 2023	Jan 1 2024	Jan 1 2025	Ongoing	
<u>Workplace Emergency Response</u> - Provide individualized workplace emergency response information to employees who have a disability.					X	HUMAN RESOURCES
<u>Workplace Emergency Response</u> - Review the individualized workplace emergency workplace information as necessary due to an employee move or change in accommodation needs.					X	HUMAN RESOURCES
<u>Recruitment</u> : notify employees and the public about the availability of accommodation for applicants with disabilities in the recruitment process					X	HUMAN RESOURCES
<u>Recruitment</u> : notify applicants that accommodations are accessible upon request in relation to materials or processes to be used in the recruitment process. Consult with and provide to the applicant suitable accommodation as required.					X	HUMAN RESOURCES

Employment Standards

ACTION	TIMELINE					Responsibility
	Jan 1 2022	Jan1 2023	Jan 1 2024	Jan 1 2025	Ongoing	
<u>Recruitment</u> : When making offers of employment Bloomstar will notify the successful applicant of its policies for accommodating employees with disabilities.					X	HUMAN RESOURCES
Bloomstar will inform employees of policies used to support those employees with disabilities. Bloomstar will also provide this information to new employees as soon as possible after they begin their employment with Bloomstar.					X	HUMAN RESOURCES
When requested, Bloomstar will provide employees the information that is needed to perform their job and information that is generally available to employees in the workplace in an accessible format					X	HUMAN RESOURCES
Bloomstar will create and implement a written process for the development of documented individual accommodation plans for employees with disabilities.					X	HUMAN RESOURCES
Bloomstar will develop and implement a return-to-work process and plan for those employees who have been absent from work due to a disability					X	HUMAN RESOURCES
During the performance management process, Bloomstar will consider the accessibility needs of employees with disabilities					X	HUMAN RESOURCES
Bloomstar will consider the accessibility needs of employees with disabilities when providing career development and advancement programs and opportunities					X	HUMAN RESOURCES