



CMC Microsystems - Accessibility Plan – Update of June 28, 2021

Introduction

CMC Microsystems strives to meet the needs of its employees and customers with disabilities and is working hard to remove and prevent barriers to accessibility.

Our organization is committed to fulfilling our requirements under the Accessibility for Ontarians with Disabilities Act. This accessibility plan outlines the steps CMC Microsystems is taking to meet those requirements and to improve opportunities for people with disabilities.

Our plan shows how CMC Microsystems will play its role in making Ontario an accessible province for all Ontarians.

Action Plan

Customer Service

Task: confirm website has required information on accessibility

- Web site footer
- Support request page and form
- Feedback/complaint form
- Copy of this accessibility plan

When: annually

Who: Manager, Common Services Business Unit

For more information about Ontario's Customer Service Standard, visit ontario.ca/accessibility.

Information and Communications

Task: confirm product and service info sheets, corporate annual reports offer accessible versions

When: annually

Who: Manager, Common Services Business Unit

Employment and Recruiting

Task: review and update hiring policy to reflect best practices and regulatory updates, especially employment under the [Ontario Human Rights Code](#) and the [AODA employment standards](#).



When: annually
Who: Manager, Common Services

Procurement

Task: review and update Call for Proposals template

- Accessibility requirements as per regulations
- Procedure and template for employees to assign bid assessment points for accessibility

When: annually
Who: Manager, Common Services

Training

Task: provide training to employees

- the [Ontario Human Rights Code](#)
- accessible customer service
- any [accessibility requirements](#) that apply to their job duties and your organization

When: before March 31, 2021
Who: Senior HR Coordinator

Employee Work Environment

Task: ensure employees know that information is available in accessible form on request, as per regulations

- All workplace offices
- SharePoint site for all employees

When: before March 31, 2021
Who: Senior HR Coordinator

Compliance Process

Task: add accessibility requirements to governance checklist

When: before March 31, 2021
Who: Corporate Secretary

Task: assess accessibility compliance requirements for employees in Quebec, Alberta

When: before March 31, 2021
Who: Director, Common Services



For More Information

For more information on this accessibility plan, please contact:

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Standard and accessible formats of this document are free on request.