



Accessibility Plan Policy

Intent

Avionics Design Services is committed to providing an accessible work environment free from barriers for all stakeholders. This includes clients, suppliers, visitors, job applicants and employees to our business sites and/or users of our services. We will proactively identify, remove and prevent barriers related to the physical site, communication of information, technological programs, transportation utilized, procurement of goods & services and any policies & practices related to the work environment as can be controlled by Avionics Design Services.

Definitions

Barrier: Anything architectural, physical, technological, or attitudinal, anything that is based on information or communications, or anything that is the result of a policy or a practice that hinders the participation in society of a person with an impairment, including a physical, mental, intellectual, cognitive, learning, communication, or sensory impairment, or a functional limitation.

Disability: Is any impairment, of a long term and/or reoccurring of a physical, mental, sensory, behavioral or developmental impairment that can be consider as a disadvantage in employment by reason of that impairment. It can be considered as permanent, temporary, or episodic in nature. It can be evident or not in interaction with a barrier to hinder a person's full and equal participation in society.

Guidelines

Accessibility Plan

The accessibility plan includes an overview of our policies, programs, practices, and related to the identification, prevention removal of to the workplace environment. The accessibility plan was prepared and published by Avionics Design Services as of June 1, 2024 in compliance to the industry and will be updated every three (3) years or sooner when necessary.

The accessibility plan was developed in consultation with Employees at all levels of the organization.

The accessibility plan is written in simple, clear, and concise language to ensure it can be understood by everyone. A feedback form is available to ensure anyone can request the plan in various accessible formats or provide feedback. It includes accessibility policies and practices in the areas of employment, the site location including facilities, work environment, transportation, procurement of goods & services, communication of information in various technological formats, the design and delivery of programs and services.

Requests for accessible formats of the accessibility plan can be made:

Name – Madhav Priye,

Title – QA and safety coordinator

Phone – 519-648-2921, EXT 2308

Email – ADS-Accessibility@midcanadamod.com

Mail address – PO Box 69
251 Jetliner Court, Hangar 53,
Breslau, ON, N0B 1M0

Timing: 8:00 to 18:00 EST, Monday to Friday

Print: available within 15 days of the initial request.

Large print (increased font size): available within 15 days of the initial request.

Audio (a recording of someone reading the text out loud): available within 45 days of the initial request.

Other formats (if feasible): available within 45 days of the initial request.

General

Avionics Design Services is committed to treating all people in a way that lets them maintain their dignity and independence. We believe in equal opportunities for everyone. We are committed to our obligations of identifying, preventing, and removing barriers for people with disabilities.

Employment

We are an equal opportunity employer. Our employment practices (initial recruitment to promotions & transfers), policies and programs are written in compliance with ACA and

AC regulations. We provide workplace emergency response information and individualized emergency plans for employees with disabilities.

Goals 2024 – 2025:

- The job postings do not reflect Avionics Design Services commitment to inclusivity, diversity, and support for people with disabilities throughout the selection process and after being hired.
- Avionics Design Services will update their employment agreements to accommodate people with disability.

The Built Environment

Avionics Design Services leased facilities at 15300 Croydon Drive, Suite 300, Surrey BC and 2450 Derry Road E, Hangar 9 from Chartright, we will work collaboratively with Regus and Chartright to ensure accessibility.

Goals 2024 – 2025:

- Washrooms may not have accessible entrances and features, such as, motion-activated sinks and soap dispensers.
- Fire alarms may not have both visual and audible signals.

[Accessibility & Feedback - Private Jet Charter | Aircraft Management Solutions | Canada \(chartright.com\)](https://www.chartright.com)

Information & Communication Technologies (ICT)

Our corporate websites, web and other digital platforms are designed and managed by (company name) to meet Web Content Accessibility Guidelines (WCAG) standards. Accessibility is a core requirement for any new digital tools or technology implemented.

Goals 2024 – 2025:

- Avionics Design Services website does not have any information about accessibility. Accessibility information will be published on the website.

Communication, other than ICT

All standard employee communications are made available in accessible and posted on site communication boards. All other formats can be made available upon request. Training will be conducted with employees at all levels to ensure they are aware of appropriate customer service standards as part of work conduct.

Goals 2024 – 2025:

- Avionics Design Services will provide training to all staff on how to communicate effectively with people with disabilities.

The Procurement of goods, services, and facilities

When procuring goods, services and technology, we will consider accessibility features and ensure they meet accessibility standards.

Goals 2024 – 2025 :

- Avionics Design Services will document its procurement strategies and will also make them available in other accessible formats upon request.

The design and delivery of programs and services

Avionics Design Services advances in social, environmental, and economic progress by serving the needs of our customers and employees. We will explore alternative methods of service delivery if needed.

We designed a presentation called accessibility at workplace that provides employees with a better understanding of accessibility.

Goals 2024 – 2025:

- Avionics Design Services will ensure safety training materials, including videos and manuals are available in accessible formats upon request. This may include large print or audio recording.

Transportation

Avionics Design Services leased facilities at 15300 Croydon Drive, Suite 300,

Surrey BC and 2450 Derry Road E Hangar 53, Hangar 9, do not provide public transportation and have not identified barriers under this focus area of the Accessible Canada Act.

Consultation

This accessibility plan was developed through internal consultation at all levels and using conducting a survey to determine the level of employees' understanding of ACA requirements.

Their input was instrumental in understanding existing barriers and developing responsive policies and practices. We welcome ongoing public feedback to continuously improve accessibility.

Updates & Progress Reporting

This accessibility plan will be updated every three years. Annual progress reports on the implementation of the plan will be published and made publicly available.

This accessibility plan will be made available in alternative formats by contacting

ADS-Accessibility@midcanadamod.com.

Feedback Process

Avionics Design Services welcomes feedback, comments, questions and/or identified issues regarding this accessibility plan Feedback can be provided to

Name – Madhav Priye,

Title – QA and safety coordinator

Phone – 519-648-2921, EXT 2308

Email – ADS-Accessibility@midcanadamod.com

Mail address – PO Box 69

All feedback is kept confidential and responded to promptly. Anonymous feedback is also accepted.