



Integrated Accessibility Standards MULTI-YEAR PLAN (AODA) 2014 - 2021

STATEMENT OF COMMITMENT:

Rockwell Automation Canada Ltd. Is committed to fulfilling obligations under the Accessibility for Ontarians with Disabilities Act (AODA) to the best of our ability. We strive at all times to treat people in a way that allows everyone to maintain dignity and independence while providing equal opportunity and integration. We are committed to meeting the needs of people with disabilities in a timely manner by meeting the accessibility requirements under AODA (2005) and the Integrated Accessibility Standards Regulation (IASR).

MULTI –YEAR ACCESSIBILITY PLAN:

This multi-year accessibility plan outlines Rockwell’s steps required to comply with AODA and is a working document on how we can meet any obligations to identify and remove barriers for people with disabilities. This plan is available in alternative formats upon request.

Deadline	Act Selection & Description	Actions	Responsibility	Status
Jan 1, 2012	Section 13: Emergency Procedures, Plans or Public Safety Information			
	Where provided, make emergency and public safety information accessible upon request <ul style="list-style-type: none"> • Evacuation (this may include information about incidents that threaten life, property, operations or the environment) • Floor Plans & Alarms • Emergency plans and procedures provided in an accessible format or with appropriate communication supports, upon request 	<ul style="list-style-type: none"> • Emergency Procedures Info distributed to all employees • Employees trained • Materials available in accessible formats upon request • Provide individualized workplace emergency response information to employees who have a disability where necessary 	Health & Safety	Completed

Deadline	Act Selection & Description	Actions	Responsibility	Status
Jan 1, 2014	Section 3: Establishment of Accessibility Policies			
	<ul style="list-style-type: none"> Develop, implement and maintain policies on how Rockwell Automation achieves or will achieve accessibility through meetings its requirements under the accessibility standards Make the documents publicly available, and provide in an accessible format upon request 	<ul style="list-style-type: none"> Policy completed and posted on intranet Training provided to all key employees – refresher training scheduled annually 	Human Resources	Completed
	Section 4: Accessibility Plans			
	<ul style="list-style-type: none"> Create a multi-year plan Review it at least once every 5 years Post on website Provide in alternate format when requested 	<ul style="list-style-type: none"> Developed a multi-year accessibility plan to address requirements for period 2014 – 2021 Posted on intranet for website Alternate upon request Accessibility Committee to review in January each year HR attended workshop for AODA requirements 	Human Resources	Completed – ongoing review for any website updates
	Section 6: Self Service Kiosks			
	<ul style="list-style-type: none"> Defined as interactive electronic terminal, point of sale devices Incorporate accessibility features for the kiosks 	<ul style="list-style-type: none"> Current state no changes required but continue to evaluate as business develops Consider needs of people with disabilities when designing/acquiring self-service kiosks Look for software enhancements if possible Consider accessibility features when reviewing upgrades or enhancements 	Business Development	Completed Ongoing review
Jan 1, 2014 Jan 1, 2021	Section 14: Accessible Websites & Web Content			
	<ul style="list-style-type: none"> New internet websites and web content to adhere to requirements WCAG 2.0 All internet websites and web content must conform with WCAG 2.0 level AA, other than <ul style="list-style-type: none"> Success criteria 1.2.4 Captions (live) Success criteria 1.2.5 Audio 	<ul style="list-style-type: none"> RA websites do not currently have this functionality but will ensure all new websites and web content adhere to guidelines when updated 	Web Designer	Completed Ongoing Review
Jan 1, 2015	Section 7: Training			
<ul style="list-style-type: none"> Training provided on the requirements of the accessibility standards referred to in regulation and on the Human Rights Code as it pertains to persons with disabilities to, <ul style="list-style-type: none"> all employees, volunteers, contractors 	<ul style="list-style-type: none"> All employees, volunteers and others applicable trained Training will be appropriate to the duties Training provided through: <ul style="list-style-type: none"> New hire process Orientation sessions 	Human Resources & Production Mgmt	Completed & Ongoing review as required	

	<ul style="list-style-type: none"> ○ all persons who participate in developing the organizations policies ○ all other persons who provide goods, services or facilities on behalf of the organization • Topic: IASR and Human Rights Code pertaining to persons with disabilities • Record dates of training offered and participants completion 	<ul style="list-style-type: none"> ○ Different formats (powerpt, handout, online module) • Training will be provided on an ongoing basis • Records kept on file for compliance 		
Jan 1, 2015	Section 11: Feedback			
	<ul style="list-style-type: none"> • Process for receiving and responding to feedback to ensure that process are accessible or arrange for accessible formats upon request. 	<ul style="list-style-type: none"> • Notice of the availability of accessible formats and communications supports upon request is posted on the external website. 	Business Development, Business Services & Production Mgmt	Complete
Jan 1, 2016	Section 12: Accessible Formats & Communication Supports			
	<ul style="list-style-type: none"> • Upon request, provide, or arrange for the provision of accessible formats and communication supports <ul style="list-style-type: none"> ○ In a timely manner ○ At a cost that is no more than regular cost charged to others • Consult with person making request to determine appropriate format • Notify the public about the availability of accessible formats 	<ul style="list-style-type: none"> • Rockwell provides accessible formats and communication supports to persons with disabilities upon request, in a timely manner, and in a way that takes into account the person's accessibility needs. • Rockwell does not charge more than the regular cost charged to other persons. 	Business Development, Business Services & Production Mgmt	Ongoing

Deadline	Act Selection & Description	Action	Responsibility	Status
Jan 1, 2016	Section 22: Recruitment - General			
	<ul style="list-style-type: none"> Notify employees and the public about availability of accommodation for applicants with disabilities in recruitment process 	<ul style="list-style-type: none"> Rockwell has posted notice of the availability of accommodations for applicants with disabilities in its recruitment process at various locations on the external website. Employees are also notified through the Rockwell Accessibility Policy which is posted on its website. 	Human Resources, Talent Acquisition, Allegis	Ongoing
Jan 1, 2016	Section 23: Recruitment – Assessment or Selection Process			
	<ul style="list-style-type: none"> During recruitment process, notify applicants when selected to participate in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used. If selected candidate requests accommodation, employer to consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicants accessibility needs due to disability. 	<ul style="list-style-type: none"> Rockwell notifies applicants selected to participate in an assessment that accommodations are available upon request in relation to the materials or processes to be used. Notification is included in the email invitation to the assessment. If a selected applicant requests an accommodation, Rockwell will consult with the applicant and provide, or arrange for the provision of, suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability. 	Human Resources, Talent Acquisition	Ongoing
Jan 1, 2016	Section 24: Notice to Successful Applicants			
	<ul style="list-style-type: none"> When making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities 	<ul style="list-style-type: none"> When making offers of employment Rockwell informs successful applicants of its policies for accommodating employees with disabilities by including this information on the pre-placement medical information handout. 	Human Resources, Talent Acquisition, Production Mgmt	Ongoing
Jan 1, 2016	Section 25: Informing Employees of Supports			
	<ul style="list-style-type: none"> Every employer shall inform its employees of its policies used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. 	<ul style="list-style-type: none"> Rockwell has informed employees of its policies used to support its employees with disabilities by posting the policies on its internal website. 	Human Resources, Production Mgmt	Ongoing

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	<ul style="list-style-type: none"> Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment. 	<ul style="list-style-type: none"> Rockwell informs new employees during their new employee orientation of the policies used to support employees with disabilities. 		
	<ul style="list-style-type: none"> Employers shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. 	<ul style="list-style-type: none"> Rockwell notifies through communication updates whenever there is a change to existing policies on the provisions for job accommodations for employees with a disability. 	Human Resources, Production Mgmt	Ongoing

Deadline	Act Selection & Description	Action	Responsibility	Status
Jan 1, 2016	Section 22: Recruitment - General			
	<ul style="list-style-type: none"> • Notify employees and the public about availability of accommodation for applicants with disabilities in recruitment process 	<ul style="list-style-type: none"> • Rockwell has posted notice of the availability of accommodations for applicants with disabilities in its recruitment process at various locations on the external website. • Employees are also notified through the Accessibility Policy which is posted on the internal website. 	Human Resources, Talent Acquisition	Ongoing
Jan 1, 2016	Section 26: Accessible Formats & Communication Supports for Employees			
	<ul style="list-style-type: none"> • Employer to consult with employee requesting accommodation for: <ul style="list-style-type: none"> ○ Information needed in order to perform job ○ Information that is generally available to employees ○ Employer to consult with employee on suitable format or communication support 	<ul style="list-style-type: none"> • Upon request, Rockwell will consult with the employee to provide, or arrange for the provision of, accessible formats and communication supports for information that is needed to perform the employee's job and information that is generally available to other employees. • When determining the suitability of an accessible format or communication support, Rockwell will consult with the employee making the request. 	Human Resources	Ongoing
Jan 1, 2016	Section 28: Documented Individual Accommodation Plans (IAP)			
	<ul style="list-style-type: none"> • Employer to have a written process in place for the development of documented individual accommodation plans for employees with disabilities. Process needs to include following elements: <ul style="list-style-type: none"> ○ The manner in which an employee requesting accommodation can participate in the development of IAP ○ The means by which employee is assessed on an individual basis ○ The manner in which employer can request an evaluation by an outside medical or other expert at the employer's expense, to determine if or how accommodation can be achieved ○ The steps taken to protect the privacy of the employee's personal information ○ The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done. 	<ul style="list-style-type: none"> • Rockwell has in place a written process for the development of documented individual accommodation plans for employees with disabilities that addresses all elements required by the AODA. 	Human Resources, Health & Safety	Complete

	<ul style="list-style-type: none"> ○ If an IAP is denied, the manner in which the reasons for the denial will be provided to the employee ○ The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs. ● If requested, IAP to include any information regarding accessible forms and communication supports provided, and if required, include individualized workplace emergency response information. It shall also include any other accommodations to be provided. 			
Jan 1, 2016	Section 29: Return to Work Process			
	<ul style="list-style-type: none"> ● Develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability related accommodations in order to return to work ● Document process on steps employer and employee will take to facilitate return ● Use IAP as part of process 	<ul style="list-style-type: none"> ● The return to work process outlines the steps Rockwell takes to facilitate the employees return to work and requires the use of documented individual accommodation plans when the employee has been absent from work due to a disability and requests a disability-related accommodation in order to return to work. 	Human Resources, Health & Safety	Complete
Jan 1, 2016	Section 30: Career Development & Advancement			
	<ul style="list-style-type: none"> ● An employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities when providing career development and advancement <ul style="list-style-type: none"> ○ Including accommodation plans ○ I.e. providing additional functions/responsibilities, movement with pay increase or levels in organization 	<ul style="list-style-type: none"> ● Rockwell takes into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when providing career development and advancement to employees. 	Human Resources	Ongoing

Deadline	Act Selection & Description	Action	Responsibility	Status
Jan 1, 2016	<p>Section 32: Redeployment</p> <ul style="list-style-type: none"> An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities as well as individual accommodation plans when deploying employees with disabilities 	<ul style="list-style-type: none"> Rockwell will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, if redeploying employees with disabilities. 	Human Resources, Global Mobility	Ongoing
Jan 1, 2018	<p>Part 4 – Design of Public Spaces</p> <ul style="list-style-type: none"> Incorporate accessibility requirements under Accessibility Standard for the Design of Public Spaces Identify additional barriers 	<ul style="list-style-type: none"> Review existing procedures and revise/discuss as necessary to incorporate AODA requirements Review upcoming leasing arrangements 	Facilities, Global Real Estate	