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Accessibility for Ontarians with Disabilities Act (AODA)

Statement of Organizational Commitment

Blendtek Fine Ingredients 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 *Accessibility of Ontarians with Disabilities Act (AODA)* and Ontario’s accessibility laws.

Blendtek Fine Ingredients is committed to meeting its current and ongoing obligations under the Ontario *Human Rights Code (Code)* respecting non-discrimination. Blendtek Fine Ingredients understands that obligations under the AODA and its accessibility standards do not substitute or limit its obligations under the *Code* or obligations to people with disabilities under any other law.

Blendtek Fine Ingredients is committed to excellence in serving and providing goods, services or facilities to all customers including people with disabilities. Our accessible customer service policies are consistent with the principles of independence, dignity, integration, and equality of opportunity for people with disabilities.

Training

We are committed to training all employees in accessible customer service, other Ontario accessibility standards and aspects of the *Code* that relate to persons with disabilities.

In addition, we will train:

- All persons who participate in developing the Company’s policies; and
- All other persons who provide goods, services, or facilities on behalf of the Company

Training of our employees on accessibility relates to their specific roles.

Training includes:

- Purpose of the AODA and the requirements of the Customer Service Standards
- How to interact and communicate with people with various types of disabilities
- How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person
- How to use the equipment or devices available on-site or otherwise that may help with providing goods, services, or facilities to people with disabilities.
- What to do if a person with a disability is having difficulty in accessing our Company’s goods, services, or facilities.

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We train every person as soon as practicable after being hired and provide training in respect of any changes to our policies.

We maintain records of the training provided including the dates on which the training was provided and the number of individuals to whom it was provided.

Assistive Devices

People with disabilities may use their personal assistive devices when accessing our Company’s goods, services, or facilities. In cases where the assistive device presents a significant and unavoidable health or safety concern or may not be permitted for other reasons, other measures will be used to ensure the person with a disability can access our goods, services, or facilities.

We ensure that our staff are trained and familiar with various assistive devices we have on site or that we provide that may be used by customers with disabilities while accessing our goods, services, or facilities.

Communication

We communicate with people with disabilities in ways that take into account their disability. This may include the following:

- Email
- Video call
- Telephone
- Text messaging
- Pen and paper communicating
- In-person communication
- Salesforce Dialer
- ZoomText
- Braille
- HTML and Microsoft Word
- Large print

We will work with the person with disabilities to determine what method of communication works for them.

Service Animals

We welcome people with disabilities and their service animals. Service animals are allowed on the parts of our premises that are open to the public and third parties. A service animal should be easily identified through visual indicators, such as when it wears a harness or a vest, or when it helps the person perform certain tasks.

When we cannot easily identify that an animal is a service animal, our staff may ask for documentation from a regulated health professional that confirms the person needs the service animal for reasons relating to their disability.

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For this purpose, a regulated health professional is defined as a member of one of the following colleges:

- College of Audiologists and Speech-Language Pathologists of Ontario
- College of Chiropractors of Ontario
- College of Nurses of Ontario
- College of Occupational Therapists of Ontario
- College of Optometrists of Ontario
- College of Physicians and Surgeons of Ontario
- College of Physiotherapists of Ontario
- College of Psychologists of Ontario
- College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario

If service animals are prohibited by another law, we will do the following to ensure people with disabilities can access our goods, services, or facilities:

Due to the nature of our business, under the *Safe Foods for Canadians Regulations*, Division 4, Subdivision B under Maintenance and Operation of Establishment: Sanitation, Pest Control and Non-food Allergens:

“an animal must not be in a facility or conveyance where a food is manufactured, prepared, stored, packaged or labelled or where a food animal is slaughtered.”

Service animals are therefore prohibited from the following areas:

- Production manufacturing areas
- Research and development kitchens

These areas are prohibited as per the *Safe Food for Canadians Regulations* (SOR/2018-108)

Support Persons

A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on our Company’s premises.

In certain cases, the Company might require a person with a disability to be accompanied by a support person for the health or safety reasons of:

- the person with a disability
- others on the premises

Before making a decision, Blendtek Fine Ingredients will:

- consult with the person with a disability to understand their needs,
- consider health or safety reasons based on available evidence,
- determine if there is no other reasonable way to protect the health or safety of the person or others on the premises.

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Notice of Temporary Disruption

In the event of a planned or unexpected disruption to services or facilities for customers with disabilities Blendtek will notify customers promptly. A clearly posted notice will include information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available.

The notice will be made publicly available in the following ways:

- Email communication
- Post on bulletin board in break rooms
- Telephone communication

Feedback Process

Blendtek Fine Ingredients welcomes feedback on how we provide accessible customer service. Customer feedback will help us identify barriers and respond to concerns.

Feedback may be provided in the following ways:

- Survey
- Email communication
- Telephone communication

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

- Feedback will be provided to the head of the appropriate department.
- If the head of the department is unable to resolve the feedback, it will be escalated to the President of Blendtek Fine Ingredients.

Customers can expect to hear back in 10 business days.

Blendtek Fine Ingredients ensures our feedback process is accessible to people with disabilities, by providing or arranging for accessible formats and communication supports, on request.

Notice of Availability of Documents

Blendtek Fine Ingredients notifies the public that documents related to accessible customer service are available upon request by posting a notice in the following locations/ways:

- Notice on company website.
- Advised during email/telephone communication(s)

Blendtek Fine Ingredients will provide these documents in an accessible format or with communication support, on request. We will consult with the person making the request to determine the suitability of the format or communication support. We will provide the accessible format in a timely manner and, at no additional cost.

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Information and Communication

We have a process for receiving and responding to feedback and the process is accessible to persons with disabilities upon request.

We communicate with people with disabilities in ways that take into account their disability. When asked, we will provide information about our Company and its services, including public safety information, in accessible formats or with communication supports:

- a) in a timely manner, taking into account the person’s accessibility needs due to disability; and
- b) at a cost that is no more than the regular cost charged to other persons.

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

- a) Notice on company website.
- b) Advised during email/telephone communication(s)

We will also meet internationally-recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario’s accessibility laws.

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 offers of employment.

We notify staff that supports are available for those with disabilities as soon as practicable after they begin their employment. We provide updated information to employees whenever there is a change to existing policies on the provision of job accommodation that take into account an employee’s accessibility needs due to a disability.

We will consult with employees when arranging for the provision of suitable accommodation in a manner that takes into account the accessibility needs due to disability. We will consult with the employee making the request in determining the suitability of an accessible format or communication supports specifically for:

- Information that is needed in order to perform the employee’s job; and
- Information that is generally available to employees in the workplace

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Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency. With the employee’s consent, we will provide workplace emergency information to a designated person who will be responsible for providing assistance to that employee during an emergency.

We will provide the information as soon as practicable after we become aware of the need for accommodation due to the employee’s disability.

We will review the individualized workplace emergency response information:

- When the employee moves to a different location in the organization;
- When the employee’s overall accommodations needs or plans are reviewed; and
- When the Company reviews its general emergency response policies.

We have a written process to develop individual accommodation plans for employees.

We have a written process for employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.

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

DOCUMENT CHANGE LOG			
<i>Date</i>	<i>Summary of Change</i>	<i>Changed By</i>	<i>Approved By</i>
09-Mar-23	New	Tori Cameron	Kristie Santos