

Block Dealer

E Automotive INC. (also referred as E INC.) strives to meet the needs of its employees and customers with disabilities and is working hard to remove and prevent barriers to accessibility. E INC. is committed to fulfilling our requirements under the Accessibility for Ontarians with Disabilities Act, 2005.

This accessibility plan outlines the steps we are taking to meet those requirements and to improve opportunities for people with disabilities. Our plan shows how we will play our role in making Ontario an accessible province for all Ontarians. The plan is reviewed and updated at least once every 5 years.

Section	Objective	Requirements	Responsibility	Action Plan	Status	Completion Date
Customer Service & General	Establish policies, practices and procedures on providing goods or services to persons with disabilities according to requirements set out in regulation	Accessibility Policy	HR	<ol style="list-style-type: none"> 1. Establish the Accessibility policy and publish it on the company website. 2. Review and update the policy at least every three years to ensure it is upto date with latest AODA requirements. 3. Ensure Accessibility policy is available to customers in an accessible format. 	In Progress	Dec 29, 2023
		Multi year accessibility plan	HR/ Legal/ Real Estate/ Operations	<ol style="list-style-type: none"> 1. Establish the Multi Year accessibility plan and make it available to employees and public upon request. 2. Review and update the plan at least every 5 years. 	In Progress	Dec 15, 2023

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				3. Ensure Multi Year accessibility plan is available in accessible format upon request.		
		Customer feedback process	Operations	1. Establish a process for receiving and responding to feedback. 2. Ensure forms for providing feedback are available to customers in an accessible format upon request. 3. Establish process for obtaining feedback in multiple formats eg. phone, email etc.	In Progress	
		Training	HR/ Learning and Development	1. Provide appropriate AODA training to all employees at least annually and maintain records of training completion. 2. Ensure training content includes the requirements of AODA, the IASR and the Ontario Human Rights code as it pertains to persons with disabilities.	Complete	Aug 31, 2023
Information and Communications	Establish processes, procedures to ensure that information is available and accessible to	Accessible formats and communication reports	Legal/ Operations	1. Establish processes to ensure information can be made accessible to people with disabilities upon request. 2. Develop guidelines and best practices for creating accessible documents.	In Progress	

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	people with disabilities			3. Notify the public about the availability of accessible formats and communication support.		
Workplace emergency procedures, plans		Real Estate	1. Develop individualized workplace emergency response plans for persons with disabilities during an emergency. 2. Update workplace emergency response procedures to ensure that they are available in accessible format upon request. 3. Perform a gap analysis of emergency procedures to identify opportunities to enhance safety and explore remediating actions.	In Progress	March 31, 2024	
Accessible websites and web content		Operations	1. Ensure all new web content posted on public websites conforms to WCAG 2.0 alt level A. 2. Ensure all public websites meet WCAG 2.0 level AA compliance. 3. Periodically monitor the websites and content for accessibility and compliance with the guidelines and the law.	In Progress		

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Employment	Establish processes to ensure fair and accessible employment practices	Recruitment, assessment or selection process	HR/ Operations/ Legal	<ol style="list-style-type: none"> 1. Review and update applicable HR policies/Handbook to include accommodation requirements. 2. Include accessibility notification as part of all job postings. 3. During the recruitment process notify job applicants that accommodations are available upon request and arrange for a provision of a suitable accommodation taking into account the applicants accessibility needs due to disability. 	Complete	December 21, 2023
		Notice to successful applicants	HR	<ol style="list-style-type: none"> 1. Update processes to notify successful applicants of the policies for accommodating employees with disabilities. 	Complete	December 21, 2023
		Performance assessment, career development and advancement and redeployment	HR	<ol style="list-style-type: none"> 1. Establish processes to take into account accessibility needs of employees with disabilities during performance management. 2. Establish processes to take into account the accessibility needs during career development, training etc. 	Complete	December 21, 2023

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		Return to work	HR	1. Develop and establish a return to work process for employees who have been absent from work due to disability and require accommodations.	Complete	December 21, 2023
Design of Public Spaces	Establish processes to incorporate accessibility into the design of public spaces when building or making significant renovations to existing public spaces.	Adherence to accessibility requirements	Real Estate	1. Ensure adherence to Ontario Building code, Integrated Accessibility standards regulation and any other Ontario government requirement governing accessibility. 2. Ensure accessibility design, criteria and features are incorporated when procuring or redesigning any space owned or leased by the organization.	In Progress	March 31, 2024
		Maintenance of accessible elements	Real Estate	1. Ensure procedures are put in place to prevent public disruptions to accessible parts of public spaces.	In Progress	March 31, 2024
Transportation	This standard does not apply to E Inc. and its subsidiaries and affiliates.					