

## **NICHE BAKERS' MULTI-YEAR ACCESSIBILITY PLAN, 2025-2030**

As part of Niche Bakers commitment to accessibility, this multi-year accessibility plan (“**Accessibility Plan**”) outlines the policies and actions that has put in place and will maintain to prevent and remove barriers for people with disabilities, in compliance with the Accessibility for Ontarians with Disabilities Act (“AODA”). The Accessibility Plan will be reviewed and updated at least once every 5 years.

### **INFORMATION AND COMMUNICATIONS**

**Niche Bakers** is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs.

### **ACCESSIBLE FORMATS AND COMMUNICATION SUPPORTS**

**Niche Bakers** will continue to take the following steps to ensure its policies and information are accessible to people with disabilities upon request:

- Upon request, provide or arrange for information in accessible formats and/or provide communication support for people with disabilities.
- Ensure that the information is provided in a timely manner, at no extra cost, and that the person making the request is consulted in order to determine the most appropriate format or support.
- Train all staff in the availability of communications in accessible formats and to whom requests should be forwarded.

### **TRAINING**

**Niche Bakers** will continue to provide training to all employees on the requirements of the accessibility standards under the AODA and on the Human Rights Code of Ontario as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees.

**Niche Bakers** will continue to take the following steps to ensure all employees are provided with the training needed to continue to meet AODA requirements:

- Provide ongoing training to all employees by means of online, in-person, and self-directed materials.

- Record all training to ensure that all employees have received training.
- Continue to ensure our policies and training materials are made part of our orientation / on-boarding package.

### **WORKPLACE EMERGENCY RESPONSE INFORMATION**

Niche Bakers will continue to provide individualized workplace emergency response information to employees with disabilities as necessary:

- A Workplace Emergency Response Plan will be provided to employees who have indicated to the firm that they have a disability and require assistance in the event of an emergency.
- Individualized plans will prepare for the specific needs employees with disabilities may have in emergency situations.
- Where an employee requires an individualized response plan, it will be developed in consultation with the employee. If assistance is required in the event of an emergency, the company will designate a person. If required, and with the employee's consent, the company will provide the workplace emergency response information to such person.
- Plans will be provided in accessible formats or using communication supports, as required.
- All individualized accommodation plans will be kept private, except where noted (ie. If a designated person is listed as a support).
- Work in consultation with the employee with disability to ensure that the appropriate communication supports and accessible formats are utilized.
- Individualized Workplace Emergency response information will be reviewed at minimum: when an employee moves to a different location within Niche Bakers; when the company reviews its general emergency response policies, or makes changes to the workplace that impact the affected employee.

### **FEEDBACK**

**Niche Bakers is pleased to have established a Commitment to Accessibility policy.**

**Niche Bakers** will take the following steps to ensure any feedback processes are accessible to people with disabilities:

- Encourage feedback about our accessibility, including customer service, website, and employment practices.

- Feedback can be submitted by mail, email or phone.
- **Niche Bakers** will ensure all publicly available information is made accessible upon request.
- Post on our website that we can provide accessible information upon request.

If requested, we will work with individuals to determine how to meet their needs within a reasonable timeframe

## **EMPLOYMENT**

**Niche Bakers** is committed to fair and accessible employment practices that attract and retain talented employees with disabilities. Niche Bakers will continue to take the following steps:

- Notify employees and the public about availability of accommodation(s) for applicants in the recruitment process.
- Notify applicants who have been invited to participate in a recruitment, assessment, or selection process that accommodation(s) are available
- Notify successful applicants of policies for accommodating employees with disabilities.
- Inform all employees of all policies used to support employees with disabilities and when there is a change to any policy.
- Provide information needed to perform the job and information which is generally available to employees in the workplace in an accessible format.
- Train hiring managers and monitor their success in telling prospective employees that accommodations are available throughout the interview process.
- Continue to notify employees of inclusive employment practices through Niche's commitment to accessibility.

**In person or by mail:** Human Resources at 6680 Finch Avenue West, Etobicoke, Unit #7, ON., M9W 6C2

**By telephone:** 416-213-8696 x248

**By email:** nsmith@deciem.com or at mgrubisic@nichebakers.com

Accessible formats of this document will be made available free upon request.