

# Accessible Information and Communications Policy

Version 1.0

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RLG Systems Canada

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## Revision History

This document is a living document which is continuously being altered and maintained. Changes are summarized in the following table.

Date	V	Description	Author
29.12.2023	1.0	Initial version	Nikol Markovic, Human Resources Director



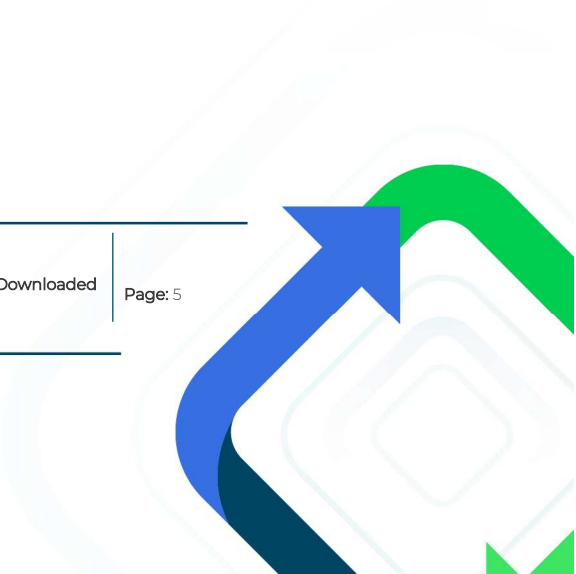
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# 1. Glossary

Term	Explanation
Accessible formats	Includes but not limited to large print, recorded audio and electronic formats, braille, and other formats usable by persons with disabilities.
AODA	Accessibility for Ontarians with Disabilities Act, 2005
Communication supports	Includes but not limited to captioning, alternative and augmentative communication supports, plain language, sign language, and other supports that facilitate effective communication.
IASR	Integrated Accessibility Standard Regulation



## 2. Intent

RLG Systems Canada is committed to providing accessible information and communications for persons with disabilities, in accordance with the *Integrated Accessibility Standards Regulation (IASR)* under the *Accessibility for Ontarians with Disabilities Act, 2005*. This policy sets out the standards for providing accessible information and communications.

### 2.1. Statement of Commitment

RLG Systems Canada is dedicated to providing a healthy, barrier-free, inclusive, and accessible environment for all employees, clients, job applicants, customers, suppliers, stakeholders, and visitors who may enter our premises, access our information, or use our services. Our goal is to identify, remove, and prevent barriers for people with disabilities and ensure that our workplace, as well as our programs and services, are fully accessible, both in physical and virtual environments.

As an organization, we respect and comply with the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*, and its associated regulations. We have established a Multi-Year Accessibility Plan that incorporates accessibility legislation into all our policies, procedures, equipment requirements, training, and best practices. This plan is reviewed annually, adjusted for organizational changes, and anticipated compliance deadlines. The policy will be applicable to all employees, customers, and stakeholders that interact with RLG Systems Canada, including members of the public.

We strive to provide an accessible and welcoming environment for everyone by identifying and removing barriers in our workplace and ensuring that new barriers are not created. The company ensures that persons with disabilities are provided with equal opportunities. We are committed to meeting the needs of individuals with disabilities in a timely and integrative manner that respects their dignity and independence.

Providing an accessible environment is a shared effort, and we work with the necessary parties to make accessibility for all a reality. For more detailed information on our accessibility policies, plans, and training programs, please contact Human Resources Department at [accessibility@rev-log.com](mailto:accessibility@rev-log.com).



### 3. Guidelines

#### 3.1. Accessible Formats and Communication Supports

RLG Systems Canada strives to provide information and communications to all in a format or manner that meets their needs. The company provides or arranges for the provision of accessible formats and communication supports for persons with disabilities upon request. This includes but is not limited to our feedback process and all publicly available safety and emergency information.

The public is informed of the availability of accessible formats and communication supports by visiting our website <https://rev-log.com/ca/>. Requests for accessible formats or communication supports should be submitted to the Human Resources Department via the Accessible Format and Communication Support Form available on our website, or by submitting their request using any methods listed below.

Phone: 647-539-6332

E-mail: [accessibility@rev-log.com](mailto:accessibility@rev-log.com)

Mail: 175 Bloor St. E., 9<sup>th</sup> Floor, South Tower, Toronto, ON, M4W 3R8

The company consults with the individual making the request to ensure a suitable format or communication support is provided. Accessible formats and communication supports are provided in a timely manner and at a cost no more than the original format.

#### 3.2. Accessible Websites and Web Content

RLG Systems Canada ensures that our website and web content conform to the Web Content Accessibility Guidelines (WCAG), as outlined in the *Integrated Accessibility Standards Regulation (IASR)*, to enable accessible information and communication online. RLG Systems Canada will continue to refer to the legislation for specific compliance deadlines and requirements.

#### 3.3. Exceptions

These standards do not apply to:

- Products and product labels;
- Unconvertible information or communications; or



- Information that the company does not control either directly or indirectly through a contractual relationship.

### 3.3.1. Unconvertible Information or Communications

Information or communications are classified as unconvertible where it is not technically practicable to convert them, or the technology required to make the conversion is not readily available. If RLG Systems Canada determines that information or communications are unconvertible, the company provides the individual who made the request with an explanation as to why and a summary of the information or communications.

### 3.4. Accessible Workplace Information

RLG Systems Canada ensures that new employees are aware of the policies and supports available for employees with disabilities as soon as reasonably possible after beginning employment and all employees are informed of any updates to existing policies. The company has the Accommodation Policy to support employees with disabilities.

Upon request, the company provides or arranges for the provision of accessible formats and communication supports for employees with disabilities regarding information needed to perform their job and other information that is generally available to all employees in the workplace. Individualized workplace emergency response information is also provided to an employee with a disability where necessary. An employee who requires workplace information in an accessible format or with communication supports should contact Human Resources Department at [accessibility@rev-log.com](mailto:accessibility@rev-log.com). The company will consult with the employee making the request to determine the best way to provide the accessible format or communication support.

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