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Integrated Accessibility Standards Policy

Purpose

Big Country Raw Ltd. (“BCR”) is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of persons with disabilities in a timely manner and will do so by preventing and removing barriers to accessibility in the areas of information, communications, and employment.

This policy will be implemented in accordance with the time frames established by applicable provincial legislation/guidelines.

Scope

BCR will develop, maintain and document an Accessibility Plan outlining the company’s strategy to prevent and remove barriers from its workplace and to improve opportunities for persons with disabilities.

The Accessibility Plan will be reviewed and updated at least once every five years or as required by applicable legislation and will be posted on the company’s website. Upon request, BCR will provide a copy of the Accessibility Plan in an accessible format.

Training for Staff

BCR will ensure that training is provided on the requirements of accessibility standards and human rights referred to in all applicable provincial legislation/guidelines as it pertains to persons with disabilities. Training will be provided to:

- all its employees (including full-time, part-time, temporary, contract, students)
- all persons who participate in developing BCR’s policies; and,
- all other persons who provide goods, services, or facilities on behalf of the company

The training will be appropriate to respective duties.

Employees will be trained when changes are made to the accessibility policy.

BCR will keep a record of the training it provides.

Information and Communication Standards

(i) Accessible Formats and Communication Supports

Upon request, BCR will provide, or will arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that considers the person’s accessibility needs.



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BCR will consult with the person making the request in determining the suitability of an accessible format or communication support.

BCR will also notify the public about the availability of accessible formats and communication supports.

(ii) Accessible Websites and Web Content

BCR will ensure that our Internet websites, including web content, conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level AA.

(iii) Feedback Process

BCR will continue to ensure that its process for receiving and responding to feedback is accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communications supports, upon request.

Employment Standards

(i) Recruitment

BCR will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process.

(ii) Recruitment, Assessment or Selection Process

BCR will notify job applicants, when they are individually selected to participate further in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used.

If a selected applicant requests an accommodation, BCR will consult with the applicant and provide, or arrange for the provision of, a suitable accommodation in a manner that considers the applicant's accessibility needs due to disability.

(iii) Notice to Successful Applicants

When making offers of employment, BCR will notify the successful applicant of its policies for accommodating employees with disabilities.

(iv) Informing Employees of Supports

BCR will continue to inform its employees of its policies (and any updates to those policies) used to support employees with disabilities, including policies on the provision of job accommodations that consider an employee's accessibility needs due to disability. This information will be provided to new employees as soon as practicable after commencing employment.



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(v) Accessible Formats and Communication Supports for Employees

Upon the request of an employee with a disability, BCR 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 his/her job, and information that is available to other employees. In determining the suitability of an accessible format or communication support, BCR will consult with the employee making the request.

(vi) Documented Individual Accommodation Plans

BCR will maintain a written process for the development of documented individual accommodation plans for employees with disabilities.

If requested, information regarding accessible formats and communications supports provided will also be included in individual accommodation plans.

In addition, the plans will include individualized workplace emergency response information (where required) and will identify any other accommodation that is to be provided.

(vii) Work Re-Integration and Modified Work Process

BCR maintains a documented work re-integration and modified work process for its employees who have been absent from work due to a disability (injury or illness) and who require disability-related accommodations to return to work.

The work re-integration and modified work process outlines the steps BCR will take to facilitate the work re-integration and modified work and will include documented individual accommodation plans as part of the process.

This work re-integration and modified work process will not replace or override any other work re-integration and modified work created by or under any other applicable provincial legislation.

(ix) Performance Management, Career Development and Advancement & Redeployment

BCR will consider the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement to employees, or when redeploying employees.