



Integrated Accessibility Standards Policy

INTRODUCTION

Eaton Industries (Canada) Company (“**Eaton**”) has established this Integrated Accessibility Standards Policy (this “**Policy**”) in order to meet the requirements under the Integrated *Accessibility Standards* Regulation enacted pursuant to the *Accessibility for Ontarians with Disabilities Act, 2005* (Ontario) (“**AODA**”).

EATON’S STATEMENT OF COMMITMENT

Eaton Industries (Canada) Company 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 accessibility needs of persons with disabilities in a timely manner, through the implementation of the requirements of the *Accessibility for Ontarians with Disabilities Act* (“**AODA**”), 2005 and its applicable regulations.

BARRIER ASSESSMENT – Methodology

A “barrier” is anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability. Typical barriers to accessibility encountered by persons with disabilities include Physical / Architectural, Attitudinal, Informational/Communication, Systemic, and Technological barriers.

In an effort to better understand the barriers to accessibility encountered at Eaton, feedback was gathered from relevant stakeholders, including Eaton’s staff who may have, or have an awareness of, disabilities along with internal and external subject-matter experts in diversity and disability management.

Barrier Definitions:

1. **Physical/Architectural**: design elements of a building or a space that cause problems for persons with disabilities.
2. **Attitudinal**: our perceptions of, and how we interact with, persons with disabilities.
3. **Informational/Communication**: things/situations that make it difficult for a person with a disability to give, receive or understand information.
4. **Systemic**: organizational policies or practices that (often unwittingly) restrict the participation of persons with disabilities.
5. **Technological**: poor or in-existent technology system that can prevent people from accessing information. Common tools like computers, telephones and other aids can all present barriers if they are not set up or designed with accessibility in mind.

ACCESSIBILITY PLAN

Eaton has developed and documented a Multi-year Accessibility Plan which outlines the Company’s strategy to prevent and remove barriers from its workplace and also to improve opportunities for persons with disabilities. The Multi-Year Accessibility Plan will be reviewed, maintained and updated at least once every three years, and will be posted on Eaton’s website. This plan will also be made available in accessible format upon request.

ACCESSIBLE EMERGENCY INFORMATION

Eaton is committed to providing customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information and plans as required if Eaton is aware of the need for accommodation due to employee's disability. Eaton will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the employee requires assistance during emergencies, with the consent of the employee, Eaton will provide workplace employee response information to person designated to provide assistance to the employee.

Eaton will review the individual workplace emergency response information when the employee moves to a different location in the organization.

TRAINING

Eaton will provide training to employees, volunteers and contract employees on the Integrated Accessibility Standards Regulation and on the Ontario *Human Rights Code* as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees, volunteers and other staff members.

Eaton will take the following steps to ensure employees are provided with the training needed to comply with AODA:

- Update current AODA training to include the Ontario *Human Rights Code* provisions relating to people with disabilities and the Integrated Accessibility Standards Regulation and ensure this training is presented during the on-boarding process for all new hire employees
- Create a training program which emphasizes the Ontario *Human Rights Code* and how it pertains to persons with disabilities, and training that captures the Integrated Accessibility Standards Regulation and present this refresher training to existing employees
- Ensure that training records are maintained and kept on file

INFORMATION AND COMMUNICATIONS

Eaton is committed to meeting the communication needs of persons with disabilities. Where a person has requested an accessible format or communication support, Eaton will consult with the person making the request in determining the suitability of an accessible format or communication support. Eaton will also notify the public about the availability of accessible formats and communication supports.

Eaton will take the following steps to make all new websites and content on those sites conform with WCAG 2.0, Level A by January 1, 2014 where practicable:

- Partner with Information Technology (IT) to ensure that all new website content is conformed with WCAG 2.0 , Level A
- Create a Project Plan with IT to ensure all guidelines set forth by WCAG 2.0 , Level AA are met with all new web content going forward and update existing content
- HR will continue to update IT with any changes or updates to the WCAG 2.0 guidelines

Eaton will take the following steps to ensure that Accessible Formats and Communication supports are made available to persons with disabilities in the following manner

- Train staff and management of the need to accommodate upon request and the formats and supports that are available for persons with disabilities

EMPLOYMENT STANDARDS

Recruitment

Eaton is committed to fair and accessible employment practices. Eaton will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process.

We will take the following steps to notify the public and staff that, when requested, Eaton will provide reasonable accommodations to people with disabilities during the recruitment and assessment processes and when people are hired:

- Train our Talent Acquisition Centre (TAC) staff and HR Shared Services staff on how to handle accommodation requests
- Assess any barriers in recruitment tests, assessments, and interview rooms and work towards removing barriers as well as provide accessible features upon request

Informing Employees of Support

- When making offers of employment, Eaton will notify successful applicants of its policies for accommodating employees with disabilities
- Eaton will continue to inform employees of its policies and any updates to policies that support employees with disabilities. This information will also be provided to new employees as soon as practicable after commencing employment with the Company

Return to Work

Eaton will continue to maintain its current Return to Work policies and provide reasonable accommodations to employees returning to work from disability related absences.

Eaton is reviewing the existing return to work process to identify any gaps and ensure disability-related accommodations are continued to be made in order to ensure a proper and safe return to work for employees

Performance Management

Eaton will take into account 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.

Design of Public Spaces

Eaton will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces. Public spaces include:

- Outdoor public eating areas
- Outdoor paths of travel, including sidewalks, ramps, stairs, curb ramps, and rest areas
- Accessible off street parking
- Reception and waiting areas

Self-Service Kiosks

Eaton will consider appropriate accessibility features if acquiring or designing self-service kiosks to serve persons with disabilities.

Service Disruption

In the event of a service disruption, Eaton will notify the public of the service disruption and alternatives available in a timely manner.

FOR MORE INFORMATION

For more information on this accessibility plan, please contact your local HR representative or Erick Yuja, at:

- Phone: 905-693-6009
- Email: ErickYuja@eaton.com