



## **Accessibility Plan and Policies for Bio-Rad Laboratories (Canada) Ltd.**

This 2014-21 accessibility plan outlines the policies and actions that **Bio-Rad Laboratories (Canada) Ltd.** (also referred to as **Bio-Rad**) will put in place to improve opportunities for people with disabilities.

### **Statement of Commitment**

**Bio-Rad Laboratories (Canada) Ltd.** 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 people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

### **Accessible Emergency Information**

**Bio-Rad** is committed to providing our customers and clients with publicly available emergency information in an accessible way when necessary. We will also provide employees with disabilities with individualized emergency response information when necessary.

### **Training**

**Bio-Rad** will provide training to regular and temporary employees, contractors and other staff members on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of regular and temporary employees, contractors and other staff members.

**Bio-Rad** will take the following steps to ensure all staff members are provided with the training needed to meet Ontario's accessible laws by **January 1, 2015**:

- Accessible alternative formats of training materials are available upon request

### **Information and Communications**

**Bio-Rad** 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.

**Bio-Rad** 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**:

- All existing Bio-Rad website content conforms with WCAG 2.0, Level A requirements
- When requested, **Bio-Rad** will provide information and communications in an accessible manner to people with disabilities.

**Bio-Rad** will take the following steps to make ensure existing feedback processes are accessible to people with disabilities upon request by **January 1, 2015**:

- A link to the Customer Service Feedback process is accessible to people with disabilities on Bio-Rad's Ontario location website

**Bio-Rad Laboratories (Canada) Ltd.** will take the following steps to make sure all publicly available information is made accessible upon request by **January 1, 2016**:

- All existing Bio-Rad website content conforms with requirements
- Alternate formats will be made available upon request
- Training records will be made available upon request

**Bio-Rad** will take the following steps to make all websites and content conform with WCAG 2.0, Level AA by **January 1, 2021**:

- All Bio-Rad website content will conform with requirements
- Alternate formats will be made available upon request
- Training records will be made available upon request

## **Employment**

**Bio-Rad** is committed to fair and accessible employment practices.

We will take the following steps to notify the public and staff that, when requested, **Bio-Rad** will accommodate people with disabilities during the recruitment and assessment processes and when people are hired:

- Informing employees of supports available when posting job openings
  - This includes, but is not limited to, policies on providing job accommodations that take into account an employee's accessibility needs due to disability.
- Accessible recruitment process including:
  - Informing employees of supports available when posting job openings
  - Asking candidates if they would need accommodation during the interview process
  - Accessibility training to hiring managers
  - When offering a job to a successful applicant, informing them of Bio-Rad's organization's policies on accommodating employees with disabilities.

**Bio-Rad** will take the following steps to develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability:

- Informing employees of supports available
- Consulting with employees to determine their accessibility needs and how best to accommodate them.
- Accessible formats and communication supports if requested
- Documented individual accommodation plans
- Workplace emergency response information
- Return to work process

We will take the following steps to ensure the accessibility needs of employees with disabilities needs are taken into account if **Bio-Rad** is using performance management, career development and redeployment processes:

- Informing employees of supports
- Accessible formats and communication supports
- Documented individual accommodation plans
- Performance management, career development, and redeployment
- Return to work process

**Bio-Rad Laboratories (Canada) Ltd.** will take the following steps to prevent and remove other accessibility barriers identified:

- Annual review of accessibility plan

### **Design of Public Spaces**

**Bio-Rad Laboratories (Canada) Ltd.** will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces. Public spaces include:

- Outdoor paths of travel such as sidewalks, ramps, stairs, curb ramps and accessible pedestrian signals
- Accessible off street parking

**Bio-Rad** will put the following procedures in place to prevent service disruptions to its accessible parts of its public spaces.

In the event of a service disruption, we will notify the public of the service disruption and alternatives available.

### **For more information**

For more information on this accessibility plan, please contact **Bio-Rad's Human Resources Department** at:

- Phone: 905-364-3410
- Email: catherine\_ofarrell@bio-rad.com

Accessible formats of this document are available free upon request.