

## Statement of Commitment to Accessibility

### Americans with Disabilities Act

### Accessibility for Ontarians with Disabilities Act

The Americans with Disabilities Act (ADA) and the Accessibility for Ontarians with Disabilities Act (AODA) are laws that aim to prevent discrimination against persons with disabilities on a federal, state, or provincial level. Dynamic Air Quality Solutions, in the USA, and Engineering Dynamics Ltd., in Canada ("the Companies"), are committed to helping to identify, reduce, and eliminate the barriers to accessibility to all persons whenever possible. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence.

The Companies are committed to making reasonable efforts to accommodate people with disabilities, provided such accommodation does not cause the Companies undue hardship. In an attempt to accommodate persons with disabilities it is important to hear feedback from management, staff, and the public on how persons with different kinds of disabilities can be incorporated into the workplace.

### **Recognizing Types of Barriers that May Exist in the Workplace**

The first step in creating an accessibility policy is to identify barriers so that a plan to eliminate barriers can be set forth to benefit all persons in the workplace. Workplace barriers can include the following:

**Attitudinal Barriers:** Barriers that may result in people with disabilities being treated differently than people without disabilities. This may include the belief that persons with disabilities are unable to be as productive and have less value than persons without disabilities. This also includes discouraging attitudes that devalue and limit the potential of persons with disabilities. Disabilities are often invisible and may include things such as learning disabilities, diabetes, heart

disease, speech impediment, or any workplace injury or illness for which benefits were claimed through government insurance programs.

**Information and Communication Barriers:** Barriers that may arise when a person with a disability cannot easily receive or understand information that is available to others. Workplace signs, postings, and written procedures should be made available in large print or electronic formats so that they may be accessible to persons with reduced vision.

**Systemic Barriers:** Barriers in policies or practices that may result in persons with disabilities being treated differently than others and sometimes may result in them being excluded all together. This may include ensuring that on-going job training, such as First Aid or WHMIS training, is being provided in a location and manner in which everyone can participate regardless of the employee's physical or learning disabilities.

**Physical and Architectural Barriers:** Barriers that occur in the physical working environment that may prevent access for people with disabilities. We may consider placing a sign at the building entrances with a contact number that a person with mobility challenges may call if they need help entering the building.

**Technological Barriers:** Barriers that occur when technology is used in a way that does not meet the needs of people with disabilities. Company websites should be transitioning to Web Content Accessibility Guideline 2.1 Level AA to be accessible to all.

## **Employment Standards**

The Companies strive to provide fair and accessible employment practices to all of its prospective and current employees and representatives. We are implementing policies to remove barriers to accessibility in the workplace in order to provide all persons with the same opportunities whenever possible.

## **Recruitment**

The Companies will notify employees, potential hires and the public that accommodations can be made during recruitment and hiring. When individual job applicants are selected to proceed in the selection process we will make them aware of our ability to accommodate any special needs that they may have. If the selected individual requests special accommodations, the Companies, will consult with that individual in order to provide suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

## **Accommodations for Employees**

Dynamic Air Quality Solutions and Engineering Dynamics Ltd will create the following measures for our staff.

### **1. Informing Employees of Supports**

We will inform our employees about our accessibility strategies used to support persons with disabilities including our policies and provisions and we will continue to update our policies and provisions as necessary to help persons with disabilities succeed within our companies.

### **2. Accessible Formats and Communication Supports for Employees** Upon the request of an employee with a disability, the Companies will consult with the employee to provide for the provision of accessible formats of communication that an individual requires in order to receive the information that is generally available to other employees.

### **3. Workplace Emergency Response**

We will provide individualized workplace emergency response information to employees who have disabilities if those disabilities are such that they would impair a person's ability to recognize or respond to an emergency.

### **4. Documented Individual Accommodation Plans**

We will maintain written policies and procedures to accommodate individuals with disabilities on a case by case basis as requested or

required by the employee. Employees may request special considerations if they have medical conditions that may require them to have a working environment structured in ways that are different from normal company policy.

## **5. Return to Work Process**

The Companies will maintain a documented return to work process for its employees who have been absent from work due to a disability, injury, or illness. Employees will be encouraged to return to work as soon as possible after a workplace accident or illness in accordance with our policies and procedures.

## **6. Design of Infrastructure**

We will attempt to meet accessibility laws when building or making major changes to company infrastructure and buildings. New buildings may be designed and constructed with accessibility needs in mind. Changes to current work stations may include things such as desks and chairs with adjustable heights to accommodate persons in wheelchairs or people who have musculoskeletal issues. New desks and work spaces could be adjustable to allow all people to work at a safe height to reduce muscle strain and musculoskeletal disorders.

## **Training**

The Companies will ensure that all employees who deal directly with the public, customers, or outside representatives will receive training related to the Americans with Disabilities Act or the Accessibility for Ontarians with Disabilities Act. The intent of the training is to help ensure that our policies are consistent with maintaining an individual's dignity, independence, integration, and equal opportunities. Employees will be trained as needed to perform the duties of their job. Training may vary from department to department or employee to employee based on the



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likelihood of each employee dealing with members of the public or customers. Our Accessibility for Ontarians with Disabilities Policy and Procedures will be presented to all new employees in Ontario as part of their first day job orientation. Any employee whose job requires them to deal directly with customers or members of the public will receive additional training.

The Companies will take into account the accessibility needs of its employees when providing career development and advancement to ensure that all persons have equal opportunities to further develop their careers and succeed within the company.

We are interested in receiving feedback regarding our ADA Policies and Procedures and our AODA Policies and Procedures from members of the public, our customers, our management team, and our employees. Inquiries and feedback concerning accessible services or requests for alternative formats of communication may be submitted by telephone, or in writing by email to [info@DynamicAQS.com](mailto:info@DynamicAQS.com).