Commitment to Accessibility

Nightingale Farms makes all efforts to accommodate the accessibility needs of our employees. Nightingale Farms’ management staff strives to create an atmosphere of teamwork and mutual benefit– ensuring all employees feel their workspaces are conducive to comfort, dignity, independence, and productivity. Applications from individuals with disabilities are welcomed. All hiring processes involve a discussion of the safety concerns surrounding physical work, work in difficult environments (e.g. uneven ground in fields), work with heavy machinery, etc. and individualized options to mitigate against these risks for potential employees with accessibilities requirements. In accordance with regulations such as the Accessibility for Ontarians with Disabilities Act (2005), Nightingale Farms does the following for all employees:

**-Make training documents, safety and emergency procedures, and all other workplace-related information/instruction accessible**

Nightingale Farms provides tailored documents upon request. Standard documents are on file and can be altered according to an employee’s specific needs. For example, an employee who cannot read written documents for themselves may request that the information be read to them by a fellow employee, that the information be provided in audiobook format for them to bring home and review, etc. (whichever solution is most comfortable for the employee as decided upon in one-on-one meetings).

**-Make workplace environments and situations accessible**

Nightingale Farms works with employees to provide work spaces that are as comfortable and accessible as possible. Any new or redeveloped structures are created/updated with accessibilities requirements in mind. Emergency procedures are adjusted according to the accessibility needs of any and all incoming employees, and pertinent individuals are informed of these adjustments (for e.g., fellow employees are informed if they will be required to provide assistance to an employee in the event of an emergency situation).

Accessibility Plan

**Past Achievements**

-Contact information provided on company website and customer feedback forms created to allow for customer input into accessibilities initiatives at Nightingale Farms (no feedback received to date, thus no documented actions corresponding to feedback)

-Training documents and information shifted to digital to allow easy conversion to accessible formats

-Accessible entrance/designated parking set up for main buildings (those pertinent to customers and potential employees)

-Training implemented for accessible customer service techniques, administered annually as a refresher to returning employees and as orientation to all new employees

**Future Plans and Actions – Now to 2021**

Particular focus will be given to physical barriers to accessibility within Nightingale Farms, as the nature of our business (agriculture) poses many difficulties in mobility and these have not been addressed as fully as other accessibility initiatives (e.g. information, customer services, etc.) have been to date.

-Store equipment, containers, and other physical obstacles in ways which reduce the clutter as much as possible, providing clearer pathways for those with mobility issues – **ongoing commitment**

-This is assessed and evaluated in monthly inspections of building sites, and constant rearranging and layout planning occurs to streamline all floor space – as such does not have a specific completion date

-Team consists of workplace supervisors (who are alert to inefficient/hazardous storage in their day to day operations), jack and forklift drivers (who are responsible for arranging and storing equipment/bins), and health safety coordinator (who is responsible to mitigate against trip hazards)

-As mentioned in mission statement, any new or remodeled structures (none currently planned) will be created with accessible floorplans, accessible entrances and ramps, etc. Exact building plans will be determined based on current and prevailing legislation, as well as in conversation with any disabled employees at the time of the build or remodel – **ongoing commitment**

Nightingale Farms will continue to provide accessible information for all training, emergency procedures, workplace announcements, etc.

-Annual review and corresponding changes (if gaps in accessibility noted) of all procedures, training material, etc. for ways to improve accessibility re: font size, vocabulary, language, pictorial representations – **estimated completion: February 2018**

Nightingale Farms will increase its efforts to encourage applications from individuals with accessibilities needs by making its online presence, phone presence, reception staff, and overall reputation as a company more disability-friendly

-Post accessibilities policies on updated company website – **expected completion: June 25 2017**

-Include willingness to hire individuals with disabilities in all future job postings – **ongoing commitment**

This accessibility plan will be reviewed annually (next review date: June 2018) to identify any emerging or overlooked areas where Nightingale Farms’ level of accessibility can be improved in coming years.