

Nitta Gelatin Accessibility Plan

Nitta Gelatin is committed to ensuring compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). The Integrated Accessibility Standards Regulation (Regulation 191/11) (the "IASR") under the AODA provides standards to increase accessibility for persons with disabilities. The standards under this regulation that apply to Nitta Gelatin are Training, Information and Communication, and Employment. Adherence to the Ontario Human Rights Code and Nitta Gelatin Accessible Policy (2012) is further supported by this IASR Policy.

Nitta Gelatin is committed to providing a respectful, accessible and inclusive environment for people with disabilities in a timely manner so that persons with disabilities will have the same opportunity to access and benefit from our services. NITTA GELATIN will take into account the person's disability and respect the individual's dignity and independence in order to achieve integration and equal opportunity.

Accessibility plans will be updated annually to review the organization's progress.

Appendix A

Definitions

Accessibility — The term accessibility means giving people of all abilities opportunities to participate fully in everyday life. It is used to describe how widely a service, product, device, or environment is available to as many people as possible. Accessibility can be seen as the ability to access and benefit from a system, service, product or environment.

Barrier — Barriers are obstacles that limit access and prevent people with disabilities from fully participating in society. Most barriers are not intentional. Barriers usually arise because the needs of people with disabilities are not considered from the beginning.

Disability — Ontario's accessibility law adopts the definition for disability that is in the Ontario Human Rights Code. It defines disability broadly:

- a. "any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b. a condition of mental impairment or a developmental disability,
- c. a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d. a mental disorder, or
- e. an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997."

Appendix B

Barriers and solutions

Attitudinal barriers may result in people with disabilities being treated differently than people without disabilities.

Attitudinal Barriers

Thinking that people with intellectual disabilities are not able to make decisions.

Assuming that a person who has a speech, impairment cannot understand you.

Believing a person who has a mental health disability or someone who uses a wheelchair would not be a good employee.

Assuming that a person with vision loss cannot enjoy movies, TV or concerts.

Avoiding a person with a disability in fear of saying the wrong word or offending them.

Thinking that every person with a disability will need costly accommodation.

Possible Solutions

Do not assume what employees or customers with disabilities can or cannot do. Ask them.

Train staff to interact and communicate with people with different types of disabilities.

Learn about ways you can accommodate employees with disabilities.

Learn about the different ways and available technologies that help people with vision loss enjoy movies, TV and concerts.

Train staff to interact and communicate with people with different types of disabilities.

Learn about the types of accommodations for people with disabilities. Many are low cost.

Informational and communication barriers arise when a person with a disability cannot easily receive and/or understand information that is available to others.

Informational and Communication Barriers

Print that is too small to read.

Presentation materials for meetings, such as slide decks and videos are not accessible to employees with low vision or who have hearing loss.

Include captions for videos. When this is not possible, provide a text transcription of the video.

Brochures, guides and advertisements are not clear or easily understood.

Possible Solutions

Make everyday documents, like signs and menus, easy to read by making sure that the print is legible for most people.

Develop a template for slide decks using large fonts, high contrast colours and clean layout.

Provide a visual description of the slides when making a presentation.

Provide descriptions or alt tags for pictures for people with vision loss.

Use plain language, symbols and pictures to get your message across.

Technological barriers occur when technology or the way it is used does not meet the needs of people with disabilities.

Technological Barriers	Possible Solutions
Emails or other electronic communications are not accessible to people who use screen readers.	Make sure every email is accessible to people who use screen readers and offer alternative methods of communication.
Having only one way for your customers to reach you, for example, by telephone only.	Allow customers to contact you in a variety of ways including telephone, email, TTY or train your staff on using the relay service over the phone.
Accepting only online job applications.	Welcome job applications in a number of formats.

Systemic barriers in policies, practices and procedures and result in people with disabilities being treated differently than others or sometimes excluded altogether.

Systemic Barriers	Possible Solutions
People with disabilities are excluded from events, or included as an after-thought when planning events.	Make sure that accessibility is considered when making plans for events and invite attendees to tell you if they have different needs. Consider using an accessibility checklist for events.
Not knowing about the different types of accommodations an employee might need to return to work after an absence due to a disability.	Learn about the types of accommodations employees might need. Talking with employees about their specific needs is a good first step.
There is no leadership or accountability for issues related to accessibility for people with disabilities.	Designate a point person to implement accessibility policies and procedures.
Hiring policies do not encourage applications from people with disabilities.	Review current hiring processes to identify and remove barriers such as inaccessible locations for interviews.

Appendix C

Nitta Gelatin is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the Accessibility for Ontarians with Disabilities Act and Ontario's accessibility laws.

Training

We are committed to training staff and volunteers in Ontario's accessibility laws and aspects of the Ontario Human Rights Code that relate to persons with disabilities.

We will train our employees and volunteers on accessibility as it relates to their specific roles.

Information and communications

We will communicate with people with disabilities in ways that take into account their disability. When asked, we will provide information about our organization and its services, including public safety information, in accessible formats or with communication supports.

We will also meet internationally-recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws.

Employment

We will notify employees, potential hires and the public that accommodations can be made during recruitment and hiring.

We will notify staff that supports are available for those with disabilities. We will put in place a process to develop individual accommodation plans for employees.

Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency.

Our performance management, career development and redeployment processes will take into account the accessibility needs of all employees. Note: This only applies to organizations that already have these processes in place.

Appendix D

Nitta Gelatin, Canada

Accessibility Plan

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Message from the CEO

Dear Fellow Employee,

Welcome to Nitta Gelatin! Our Human Resources department has prepared this comprehensive Employee Handbook for your review and guidance. In it you will find all the policies and procedures that guide an employee while working at Nitta Gelatin.

Here at Nitta Gelatin, developing and maintaining a positive, engaging and safe work environment is the responsibility of every employee. The policies outlined in this handbook will give you what you need to keep that work environment attractive and safe for every employee.

Please take the time to read the entire handbook. If you have any questions make sure you ask your direct supervisor or Human Resources representative for clarification. Even if you are a long-tenured employee, please read this handbook thoroughly as laws and policies have changed or updated. Nitta Gelatin work environment is diverse: everything from manufacturing, distribution to all the administrative functions that support our business lines. Wherever you work, please make job safety and respect for each employee the bedrock of your daily activity.

At Nitta Gelatin we strive every day to be an employer of choice. This happens when all employees feel engaged and supportive of our mission. We are grateful for all you do to support Nitta Gelatin. This handbook is our commitment to you to be a strong and consistent employer – every day!

Juergen Gallert, President

Introduction

Our organization/business is committed to fulfilling our requirements under the Accessibility for Ontarians with Disabilities Act. This accessibility plan outlines the steps [organization name] is taking to meet those requirements and to improve opportunities for people with disabilities.

Our plan shows how Nitta Gelatin Canada will play its role in making Ontario an accessible province for all Ontarians.

Section One: Past Achievements to Remove and Prevent Barriers

Customer Service

No accessibility feedback has been received from customers.

Nitta Gelatin Canada only sells to other businesses through a sales team in the United States. No accessibility issues in Canada are expected with customers.

Information and Communications

Accessibility topics covered in Alchemy Human Resource training (Appropriate Behavior in the Workplace, Proper Workplace Conduct, Diversity and Inclusion)

Daily Environmental Health & Safety walks to ensure pedestrian isles and door are unobstructed.

Employment

Accommodation covered in the newly revised Human Resource policy manual.

Rolled out new Employee Handbook in March 2019. Accommodations were discussed with all employees at that time as related to the policy.

Section Two: Strategies and Actions Planned for 2020 - 2021

Customer Service

Nitta Gelatin Canada only sells to other businesses through a sales team in the United States. No accessibility issues in Canada are expected for customers.

Information and Communications

Nitta Gelatin Canada is committed to making our information and communications accessible to people with disabilities. See Appendix D for plans to ensure information is accessible to everyone.

Employment

Nitta Gelatin Canada is committed to fair and accessible employment practices. See Appendix D for plans to ensure information is accessible to everyone.

Training

Accessibility training developed and added to the company's training platform- Alchemy. Training scheduled to be delivered every December. Training added to the company's three-year training plan. All training tracking and assessments will be in Alchemy. Training will be required for all Nitta Gelatin Canada employees, all Nitta Gelatin North America Directors/Vice President/President, and all human resource employees.



The slide features the Nitta Gelatin logo and the text 'Accessibility Standards Training' on a dark background with a white curved element on the left. A subtitle box is present at the bottom.

Overview

- areas of the [accessibility standards](#) that are relevant to their work responsibilities
 - employment
 - information and communications
 - transportation
 - design of public spaces
- the [Ontario Human Rights Code](#) (where it relates to people with disabilities)
- when you make any changes to your accessibility policies

Nitta Gelatin Training Plan

	Area	Course	Course Code	FY 2020		FY 2021		FY 2022				
				NGU & Wyse	NGC	NGNA/DayShift	NGU & Wyse	NGC	NGNA/DayShift	NGU & Wyse	NGC	NGNA/DayShift
Nov	Food Safety	Cleaning and Santitizing Procedures for Food Manufacturing	UDM11	X	X		X	X		X	X	
	Human Resources	Sexual Harassment	UBM4	X	X	X	X	X	X	X	X	X
	Workplace Safety	Fire Extinguishers: Introduction	UEM27	X	X	X	X	X	X	X	X	X
	Human Resources	Accessibility for Ontarinas with Disabilities	Nitta-NGC-HR-AccDis		X			X				X

For More Information

For more information on this accessibility plan, please contact Kelly Cunningham at (919) 238-3309, K.Cunningham@nitta-gelatin.com.

Your website and social media addresses: (www.Nitta-Gelatin.com, <https://www.linkedin.com/company/nitta-gelatin-na-inc-/?viewAsMember=true>).

Standard and accessible formats of this document are free on request from (Kelly Cunningham at (919) 238-3309, K.Cunningham@nitta-gelatin.com).

Appendix E

Worksheet

- Review and update internet site templates
 - Ensure that the minimum font size on templates is 12 point, and only sans-serif typefaces are used (e.g. Arial, Verdana)
 - Ensure that fonts can be resized when technically feasible
- 2 days Liz December 1, 2020
- Incorporate the Employee Emergency Information Worksheet into new hire onboarding
- 1 days Kelly December 1, 2019
- Have all NGC employees complete the Employee Emergency Information Worksheet
- 7 days Randy January 31, 2020
- Obtain quotes to make NGC front entrance handicap accessible
- 3 days Randy March 1, 2020
- Make NGC front entrance handicap accessible
- 10 days Randy December 1, 2020
- Develop Standards Accessibility training
- 5 days Kelly December 1, 2019
- Train affected employees on Accessibility
- 7 days Randy January 1, 2020