



SANMINA®

Statement of Commitment

Sanmina is committed to eliminating barriers and improving accessibility for persons with disabilities in a manner that respects dignity, independence, integration and equal opportunity. Sanmina recognizes the diverse needs of employees, customers, vendors and visitors and will respond by striving to provide services and facilities that are accessible to all.

In conjunction with our Accessibility Policy, which can be found in the Employee Handbook – Canada, Sanmina has developed the following Accessibility Plan to outline the steps our organization will take to prevent and remove barriers to accessibility and target timeframes for completion.

Introduction

Sanmina strives to meet the needs of its employees and customers with disabilities and is working hard to remove and prevent barriers to accessibility.

In 2005, the Ontario Government passed the Accessibility for Ontarians with Disabilities Act (AODA) to make Ontario accessible by 2025. Accessibility standards have been created as part of AODA. These standards are rules that businesses and organizations in the province of Ontario need to follow to identify, remove and prevent barriers so that people with disabilities have more opportunities to participate in everyday life.

Our organization is committed to fulfilling our requirements under the Accessibility for Ontarians with Disabilities Act. This multi-year accessibility plan outlines the steps Sanmina is taking to meet those requirements and to improve opportunities for people with disabilities under the guidelines of the Integrated Accessibility Standards Regulation (O. Reg. 191/11).

PART I: GENERAL REQUIREMENTS				
Initiative	IASR Requirement	Action	Status	Compliance Date
1.1 Establishment of Accessibility Policies	Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards referred to in this Regulation.	Policy complete, documented in Employee Handbook and posted on external website and internal HR intranet.	Completed	January 1, 2014
1.2 Accessibility Plans	Large organizations shall, <ul style="list-style-type: none"> a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers and meet its requirements under this 	Developed and posted accessibility plan under guidelines of IASR. Ongoing review and revision of this document will be undertaken to meet the requirements.	Completed	January 1, 2014

	<p>Regulation;</p> <p>b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and</p> <p>c) review and update the accessibility plan at least once every five years.</p>			
1.3 Training	<p>Every obligated organization shall ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and in the <i>Human Rights Code</i> as it pertains to persons with disabilities to,</p> <p>(a) all employees;</p> <p>(b) all persons who participate in developing the organization's policies; and</p> <p>(c) all other persons who provide goods, services or facilities on behalf of the organization.</p>	<p>Established AODA cross-functional team, including members of various departments and management, to understand training requirements pursuant to the AODA.</p> <p>Amended training material for existing employees, and incorporated training into new hire orientation for all new employees.</p> <p>Training is tracked by internal Training Administrator.</p>	Completed	January 1, 2015
PART II – INFORMATION AND COMMUNICATIONS STANDARDS				
Initiative	IASR Requirement	Action	Status	Compliance Date
2.1 Feedback	<p>Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for accessible formats and communications supports, upon request.</p>	<p>Feedback is solicited from employees and visitors through the new hire orientation process and visitor welcome information. Feedback can be provided via various mechanisms, and is collected and assessed by Human Resources in consultation with the individual providing the feedback in order to determine appropriate alternative accessible formats.</p>	Completed	January 1, 2016
2.2 Accessible Formats & Communication Supports	<p>2.2.1 Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities,</p> <p>(a) in a timely manner that takes into account the person's accessibility needs due to disability; and</p> <p>(b) at a cost that is no more than the regular cost charged to other persons.</p>	<p>As needed, updates will be made to current process for requesting accessible formats—including alternative methods of feedback if what is in place or is available doesn't meet the needs of the individual.</p>	Completed	January 1, 2016

	2.2.2 The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	Ongoing assessment of functionality of accessible formats and communication supports available in order to better consult on requests for accessible formats that take into account the individual's disability needs.	Ongoing	January 1, 2016
	2.2.3 Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	Incorporated language in information provided to employees and visitors to advise that, in accordance with AODA, accessible formats may be made available on request.	Completed	January 1, 2016
2.3 Accessible Websites & Web Content	Large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG)2.0, initially at Level A and increasing to Level AA, and shall do so in accordance with the schedule set out in this section.	Conducted an assessment current web functionality to ensure compliance and adequate accessibility features. Advised Technology and Content Owners (IT and Marketing) of IASR requirements for existing web content effective January 2012.	Completed	January 1, 2014 New internet websites and web content on those sites must conform with WCAG 2.0 Level A. January 1, 2021 All internet websites and web content must conform with WCAG 2.0 Level AA, other than, • success criteria 1.2.4 Captions (Live) • success criteria 1.2.5 Audio Descriptions (Pre-recorded).
PART III – EMPLOYMENT STANDARDS				
Initiative	IASR Requirement	Action	Status	Compliance Date
3.1 Recruitment, General	Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	Reviewed mechanisms for posting Sanmina positions. Incorporated language on internal and external postings to make applicants aware that in accordance with AODA accommodation is available.	Completed	January 1, 2016
3.2 Recruitment, Assessment or Selection Process	3.2.1 During a recruitment process, an employer shall notify job applicants, when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used. 3.2.2 If a selected applicant requests an	Incorporated language in notifications to applicants for interview that, in accordance with AODA, accommodation is available upon request. Ongoing review of recruitment process to ensure barriers may be removed or accessible features provided, upon request in accordance with AODA.	Completed	January 1, 2016

	accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.			
3.3 Notice to Successful Applicants	Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	Incorporated in Employee Handbook provided to all candidates upon offer section on Sanmina's accessibility policies and where to access additional information on said policies.	Completed	January 1, 2016
3.4 Informing Employees of Supports	3.4.1 Every employer shall inform its employees of its policies used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	Employee Handbook outlines policies related to accessibility and job accommodation supports available to employees.	Completed	January 1, 2016
	3.4.2 Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	Accessibility policies and processes are included in new hire orientation and as part of new hire package given to prospective employees upon offer.	Completed	January 1, 2016
	3.4.3 Employers shall provide updated information to employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	As required, communicate policy changes related to job accommodation to employees via email/intranet.	Ongoing	January 1, 2016
3.5 Accessible Formats and Communication Supports for Employees	3.5.1 In addition to its obligations under section 12, where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for, (a) information that is needed in order to perform the employee's job; and (b) information that is generally available to employees in the workplace.	Advised employees of the availability of accessible format and communication supports; in accordance with AODA.	Completed	January 1, 2016

	3.5.2 The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	Developed a process for consulting with employees to determine accommodation needs and for assessing alternative options available that will meet the employee's needs.	Completed	January 1, 2016
3.6 Workplace Emergency Response Information	3.6.1 Every employer shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability.	Established process to provide employees who request (or for whom Sanmina is aware of the need for) accommodation due to the employee's disability, to receive individualized workplace emergency response information.	Completed	January 1, 2012
	3.6.2 If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.	Sanmina process for creating Individualized Workplace Emergency Response Information includes a mechanism to obtain consent from the Sanmina employee to share the information with those designated to provide assistance in the event of an emergency.	Completed	January 1, 2012
	3.6.3 Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability.	Upon request, Human Resources/Health and Safety will work with the individual who requires accommodation to provide Individual Workplace Emergency Response Information as soon as possible.	Completed	January 1, 2012
	3.6.4 Every employer shall review the individualized workplace emergency response information, (a) when the employee moves to a different location in the organization; (b) when the employee's overall accommodations needs or plans are reviewed; and (c) when the employer reviews its general emergency response policies.	Sanmina process for creating Individualized Workplace Emergency Response Information includes guidelines for when plans and information are to be reviewed due to a move, or changes in accommodation needs arise.	Completed	January 1, 2012
3.7 Documented Individual Accommodation Plans	3.7.1 Employers, other than employers that are small organizations, shall develop and	Developed and implemented a standard process for the individualized accommodation	Completed	January 1, 2016

	have in place a written process for the development of documented individual accommodation plans for employees with disabilities.	plans; in accordance with AODA.		
	<p>3.7.2 The process for the development of documented individual accommodation plans shall include the following elements:</p> <ol style="list-style-type: none"> 1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan. 2. The means by which the employee is assessed on an individual basis. 3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to determine if accommodation can be achieved and, if so, how accommodation can be achieved. 4. The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan. 5. The steps taken to protect the privacy of the employee's personal information. 6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done. 7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee. 8. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability. 	<p>Created policy for the development of documented plans that will incorporate the following elements:</p> <ul style="list-style-type: none"> - Manner in which employee can request - Under which circumstances medical is required - Who (Great-West Life) will be assessing the medical provided - Work with Great-West Life (disability partner) to determine the process for assessing and responding (approve/decline) to individual accommodation plan requests. - Accommodation Plans will incorporate confidentiality requirements and outline when, with whom, and what information may be shared <p>Provide ongoing education to employees and managers on the Accessibility policies and processes and procedures for requesting individual plans.</p>	Completed	January 1, 2016
3.8 Return to Work Process	3.8.1 Every employer, other than an employer	Liaised with insurer to conduct a review of	Completed	January 1, 2016

	<p>that is a small organization, (a) shall develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work; and (b) shall document the process. 3.8.2 The return to work process shall, (a) outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and (b) use documented individual accommodation plans, as part of the process. 3.8.3 The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.</p>	the current return to work process, documented and implemented process.		
3.9 Performance Management	An employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.	Ongoing commitment to ensuring that performance management practices and processes take into account individual accommodation needs and plans in accordance with AODA.	Ongoing	January 1, 2016
3.10 Career Development & Advancement	An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.	Ongoing commitment to ensuring that promotion criteria, practices and processes take into account individual accommodation needs and plans in accordance with AODA.	Ongoing	January 1, 2016
3.11 Redeployment	An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.	Ongoing commitment to ensuring that transfer and redeployment criteria, practices and processes take into account individual accommodation needs and plans in accordance with AODA.	Ongoing	January 1, 2016

CLOSING STATEMENTS

In accordance with the AODA and with Sanmina's objective of treating all people in a way that allows them to maintain their dignity and independence while creating an inclusive work environment for Sanmina's people to develop to their full potential, the Multi-Year Accessibility plan is posted on Sanmina's website and will be reviewed and updated at least every 5 years.

For more information on this accessibility plan or to obtain a copy of this document in an alternate accessible format, please contact:

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