Allyant Accessibility Plan

Introduction

The Ontario government passed the Accessibility for Ontarians with Disabilities Act (AODA) in 2005. Allyant is committed to complying with the Act and all the standards under it in order to meet the accessibility needs of persons with disabilities in a timely manner.

The regulations associated with the Integrated Accessibility Standards (ISAR) require that effective January 1, 2014, Allyant establish, implement, maintain and document a multi-year accessibility plan which contains the deliverables and activities that will be worked on over the next 5 years.

In accordance with the requirements, Allyant will:

- Post the plan on its website (Allyant.com)
- Provide this plan in an accessible format, upon request; and
- Review and update this plan at least once every five years

Multi-Year Accessibility Plan

Part I - General Requirements

<table>
<thead>
<tr>
<th>Act Section and Description</th>
<th>Action</th>
<th>AODA Compliance Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Establishment of Accessibility Policies</td>
<td>Allyant implemented has posted and implemented an Accessibility Policy</td>
<td>January 1, 2014</td>
<td>Completed</td>
</tr>
<tr>
<td>4. Accessibility Plans</td>
<td>Allyant will prepare and publish an Accessibility Plan.</td>
<td>Reviewed on January 1, 2020</td>
<td>Completed</td>
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<tr>
<td>6. Self-Service Kiosks</td>
<td>Not applicable</td>
<td>January 1, 2014</td>
<td>Not Applicable</td>
</tr>
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</table>
7. Training

7.(1) Every obligated organization shall ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Ontario Human Rights Code as it pertains to persons with disabilities to,

a) all employees, and volunteers;

b) all persons who participate in developing the organization’s policies; and

c) all other persons who provide goods, services or facilities on behalf of the organization.

All Allyant employees in Canada have received training on the accessibility standards and on the Ontario Human Rights. January 1, 2015 Completed and ongoing for all new hires.

PART II - Information and Communications Standards

<table>
<thead>
<tr>
<th>Act Section and Description</th>
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<th>Status</th>
</tr>
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<tbody>
<tr>
<td>11. Feedback</td>
<td>Allyant has an established process for receiving and responding to feedback as required as noted in our Accessibility Policy. This policy is posted on our website and includes a mechanism for receiving and responding to feedback.</td>
<td>January 1, 2015</td>
<td>Completed</td>
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<tr>
<td>12. Accessible Formats &amp; Communication Supports</td>
<td>Allyant provides accessible communications as it’s core business. Any request for the provision of accessible formats or communications supports will be evaluated and provided in a manner that best meets the needs of its customer.</td>
<td>January 1, 2016</td>
<td>Completed</td>
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14. Accessible Websites & Web Content

14.(2) Designated public sector organizations and 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.

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<tr>
<td>Allyant will assess its website and implement plans to ensure compliance with new website development and content for new websites; and future compliance requirements for all websites in accordance with the Regulation.</td>
<td>January 1, 2021</td>
<td>Completed</td>
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PART III - Employment Standard

<table>
<thead>
<tr>
<th>Act Section and Description</th>
<th>Action</th>
<th>AODA Compliance Date</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>22. Recruitment – General</td>
<td>Updated all job posting templates to including language that supports the accommodation of persons with disabilities throughout the recruitment process.</td>
<td>January 1, 2016</td>
<td>Completed</td>
</tr>
<tr>
<td>23. Recruitment, Assessment or Selection Process</td>
<td>Notify job applicants that accommodations are available in relation to the materials or processes used during the recruitment process, upon request.</td>
<td>January 1, 2016</td>
<td>Completed</td>
</tr>
<tr>
<td>24. Notice to Successful Applicants</td>
<td>Allyant has implemented an accommodation policy for all employees. The policy is included in the Employee Handbook.</td>
<td>January 1, 2016</td>
<td>Completed</td>
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</table>
25. Informing Employees of Supports

25.(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.

25.(2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.

25.(3) Employers shall provide updated information to its 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.

| All employees are notified about Allyant policies on accessibility and accommodation at time of hiring. | January 1, 2016 | Completed |

26. Accessible Formats & Communication Supports for Employees

26.(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.

26.(2) The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.

| Allyant ensures that, if requested, employees are provided with accessible formats and communications support in order to perform their job duties. Employees are asked to identify and workplace needs at the time of hire and this can be updated at any time. Employees actively participate in the accommodation process and in determining the nature of support required. | January 1, 2016 | Completed |
27. Workplace Emergency Response Information

27.(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.

(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.

(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.

(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.

Allyant has an established process and tool for collecting and determining the requirement for individualized workplace emergency response plans.

This process is undertaken as part of new employee onboarding. All employees are advised that they can update this information at any time.

January 1, 2012 | Completed
28. Documented Individual Accommodation Plans

28.(1) Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.

28 (2) The process for the development of documented individual accommodation plans shall include the following elements:

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 and 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.

Allyant has a written process for development of accommodation plans. This is included in our Employee Handbook.

January 1, 2016
Completed and ongoing compliance
### 29. Return to Work Process

29.(1) Every employer, other than an employer 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.

29. (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 individual documented accommodation plans, as described in section 28, as part of the process.

29. (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.

| Allyant has existing Return to Work Processes and when required, formal agreements are documented and monitored. | January 1, 2016 | Completed and ongoing compliance |

### 30. Performance Management

30.(1) 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.

| Allyant has reviewed its existing performance management processes as required. | January 1, 2016 | Completed |

### 31. Career Development & Advancement

31.(1) 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.

| Allyant has reviewed its existing Career Development & Advancement processes as required. Allyant will continue consideration of accessibility needs during performance management process and when providing career development and advancement, and redeployment | January 1, 2016 | Completed and ongoing compliance |
### 32. Redeployment

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<td>32. (1) 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.</td>
<td>Allyant ensures that any movement of employees takes into account any individual accommodation needs. As required Allyant will review and update its existing redeployment processes.</td>
<td>January 1, 2016</td>
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Allyant

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Email: privacy@allyant.com

This document is available in an alternate format, upon request.