

Multi-Year Accessibility Plan

This plan will be reviewed every five (5) years and will be available online. This plan will be provided in an accessible format by contacting Steve Kambasis – Vice President, Canadian Operations at: steve.X.Kambasis@examone.com or (905) 421-5103.

Workplace Emergency Response Information

ExamOne Canada provides individualized workplace emergency response information to employees who require such information as a result of a disability.

If an employee, who receives individualized workplace emergency response information requires assistance and with the employee's consent, ExamOne Canada shall provide the workplace emergency response information to the person designated by the company to provide assistance to the employee.

Any individualized workplace emergency response information will be reviewed when: (1) an employee moves to another location; (2) the employee's overall accommodation needs or plans have changed; (3) when the company reviews its general emergency response policies to ensure continued compliance.

Training

ExamOne Canada will provide training to employees, volunteers, and other staff members on Ontario accessibility laws and on the Human Rights code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of the employee, volunteer or other staff member. The company will maintain records of the training provided.

ExamOne Canada provides training in various formats, such as group seminar training or online training depending on its needs.

Communications

Web Accessibility – Compliance Date: January 1, 2014

ExamOne Canada is committed to meeting the communication needs of people with disabilities.

ExamOne Canada will review its current website and retain a consultant to ensure that updated information and web content (including websites undergoing significant refresh) are WCAG 2.0 Level A compliant. ExamOne Canada will continue to work with consultants to ensure that all websites and content conform with WCAG 2.0 Level AA by January 1, 2021.

Exemptions include:

- Where meeting requirements are not practicable
- Web content published before January 1, 2012
- Websites and web content that ExamOne Canada does not control directly or indirectly through contract

Accessibility formats and Communication Supports – Compliance Date: January 1, 2016

ExamOne Canada is committed and will take the following steps to ensure that all of ExamOne Canada's publically available information is made accessible by request by January 1, 2016.

- Applicable to information about the company's services and facilities;
- Upon request, the company will provide in a timely manner and at no extra cost;
- The company will consult with persons with disabilities to ensure that format is accessible;
- The company will notify the public of the availability of these materials on the company's website; and
- Exempt information includes:
 - Products and product labels;
 - Unconvertible information or communications; and
 - Information that the company does not control directly or indirectly through a contractual relationship.

Feedback Procedures – Compliance Date: January 1, 2015

ExamOne Canada will take the following steps to ensure our existing feedback process is accessible to people with disabilities:

- Receiving and responding to feedback from clients, employees, public and third parties;
- Our web content is available in accessible formats or with communications supports upon request; and
- Our website specifically notifies the public of the availability of the feedback process.

Accessible Websites and Web Content – Compliance Date: January 1, 2021

All of ExamOne Canada's internet websites and web content will conform with WCAG 2.0 Level AA, other than:

- Success criteria 1.2.4 Captions (Live); and
- Success criteria 1.2.5 Audio Descriptions (Pre-recorded)

Employment Standards

ExamOne Canada is committed to fair and accessible employment practices.

Recruitment/Job Postings – Compliance Date: January 1, 2016

- Employees and the public will be notified about available policies and accommodation for job applicants with disabilities;
- ExamOne Canada will provide suitable accommodation that takes into account the applicant's accessibility needs due to disability; and

- Job applicants who inform ExamOne Canada will be advised that these accommodations are available, upon request, for the interview process and other candidate selection methods.

Recruitment and Selection – Compliance Date: January 1, 2016

- During a recruitment process, ExamOne Canada 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; and
- If a selected applicant requests an accommodation, ExamOne Canada 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.

Offers of Employment – Compliance Date: January 1, 2016

ExamOne Canada will, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.

Informing Employees of Supports – Compliance Date: January 1, 2016

ExamOne Canada will 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.

ExamOne Canada will provide the information required under this section to new employees as soon as practicable after they begin their employment.

ExamOne Canada will 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.

Accessible Formats and Communication Supports for Employees – Compliance Date: January 1, 2016

Where an employee with a disability so requests it, ExamOne Canada 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 inform the employee's job; and (b) information that is generally available to employees in the workplace.

ExamOne Canada will consult with the employee making the request in determining the suitability of an accessible format or communication support.

Documented Individual Accommodation Plans – Compliance Date: January 1, 2016

ExamOne Canada will have in place a written process for the development of documented individual accommodation plans for employees with disabilities. The process will include the following elements:

- The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan;
- The means by which the employee is assessed on an individual basis;
- The manner in which ExamOne Canada can request an evaluation by an outside medical or other expert, at its own expense, to assist in determining if accommodation can be achieved and, if so, how accommodation can be achieved;
- The steps taken to protect the privacy of the employee's personal information;
- The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done;
- If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee; and
- The means of providing the individual accommodation plan in a format that takes into account the employee's needs.

Where requested, an employee's individual accommodation plan will include any information regarding the provision of accessible formats and communication supports. Where required, an employee's individual accommodation plan will include individualized workplace emergency response information. An employee's individual accommodation plan will include any additional accommodation that is to be provided.

Return to Work Process – Compliance Date: January 1, 2016

ExamOne Canada (a) will 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.

The return to work process shall outline the steps ExamOne Canada will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and will consider a documented individual accommodation plan that may exist.

Performance Management – Compliance Date: January 1, 2016

When using performance management with its employees, ExamOne Canada will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans.

Career Development and Advancement – Compliance Date: January 1, 2016

When providing career development and advancement to its employees, ExamOne Canada will take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans.

Redeployment – Compliance Date: January 1, 2016

When redeploying employees with disabilities, ExamOne Canada will take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans.

Administration

If you have any questions or concerns about this plan, please contact:

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This plan will be reviewed as required in the event of legislative changes or amendments during the implementation process.