



## AODA – Integrated Accessibility Standards Policy

Applanix is committed to treating everyone in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of persons with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act (AODA).

The Integrated Accessibility Standard policy is in compliance with Regulation 191/11, “Integrated Accessibility Standards” (“Regulation”) under the Accessibility for Ontarians with Disabilities Act, 2005. The following standards are developed to break down barriers and increase accessibility for persons with disabilities in the areas of information and communications and employment.

### Accessibility Plan


Applanix will develop, maintain and document an Accessibility Plan outlining the company’s strategy to prevent and remove barriers from its workplace and to improve opportunities for persons with disabilities. The Accessibility Plan will be reviewed and updated at least once every three years, and will be posted on the company’s website. Upon request, Applanix will provide a copy of the Accessibility Plan in an accessible format.

### INFORMATION AND COMMUNICATION STANDARD

- **Feedback:** Applanix will continue to ensure the process for receiving and responding to feedback is accessible to persons with disabilities by providing accessible formats and communications supports, upon request.
- **Accessible Formats and Communication Supports:** Upon request, Applanix will provide, or will arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person’s accessibility needs due to disability. Applanix will consult with the person making the request in determining the suitability of an accessible format or communication support. Applanix will also notify the public about the availability of accessible formats and communication supports.
- **Accessible Websites and Web Content:** Applanix will ensure that our Internet website, including web content is maintained and up to date at all times in an accessible format.

### EMPLOYMENT STANDARDS

- **Recruitment, Assessment or Selection Process:** Applanix will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process. Applanix will notify job applicants, when they are individually selected to participate further in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used.



If a selected applicant requests an accommodation, Applanix will consult with the applicant and provide a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

- **Notice to Successful Applicants:** When making offers of employment, Applanix will notify the successful applicant of its policies for accommodating employees with disabilities.
- **Informing Employees of Supports:** Applanix will continue to inform its employees of its policies (and any updates to those policies) used to support employees with disabilities, including policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. This information will be provided to new employees as soon as practicable after commencing employment.
- **Accessible Formats and Communication Supports for Employees:** Upon the request of an employee with a disability, Applanix will consult with the employee to provide accessible formats and communication supports for information that is needed to perform his/her job, and information that is generally available to other employees. In determining the suitability of an accessible format or communication support, Applanix will consult with the employee making the request.
- **Workplace Emergency Response Information:** Applanix will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and if Applanix is aware of the need for accommodation due to the employee's disability. Applanix will provide this information as soon as practicable after becoming aware of the need for accommodation. Where the employee requires assistance, Applanix will, with the consent of the employee, provide the workplace emergency response information to the person designated by Applanix to provide assistance to the employee. Applanix will review the individualized workplace emergency response information when the employee moves to a different location in the organization, when the employee's overall accommodations needs or plans are reviewed.
- **Documented Individual Accommodation Plans:** Applanix will maintain a written process for the development of documented individual accommodation plans for employees with disabilities. If requested, information regarding accessible formats and communications supports provided will also be included in individual accommodation plans. In addition, the plans will include individualized workplace emergency response information (where required), and will identify any other accommodation that is to be provided.
- **Return to Work Process:** Applanix maintains a documented return to work process for its employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work.

The return to work process outlines the steps Applanix will take to facilitate the return to work and will include documented individual accommodation plans as part of the process. This return to work process will not replace or override any other return to work process created by or under any other statute (ie., the Workplace Safety Insurance Act, 1997).

- **Performance Management, Career Development and Advancement & Redeployment:** Applanix will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting





performance management, providing career development and advancement to employees, or when redeploying employees.

#### QUESTIONS ABOUT THIS POLICY

This policy has been developed to break down barriers and increase accessibility for persons with disabilities in the areas of information and communications and employment. Should you have any questions about the policy, or if the purpose of a policy is not understood, an explanation will be provided by:

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