

Multi-Year Accessibility Plan

Compliance note: This multi-year plan is prepared in compliance with Ontario Regulation 191/11 under the *Accessibility for Ontarians with Disabilities Act, 2005* (“AODA”), as amended

Introduction

The Integrated Accessibility Standards Regulations (“IASR”) under the AODA require that AC Technical Systems Ltd. (“AC Technical”) establish, implement, maintain and document its accessibility policies and Multi-Year Accessibility Plan (the “Accessibility Plan”), which outlines our strategy for preventing and removing barriers for persons with disabilities and to meet our requirements under the IASR and the AODA.

The Accessibility Plan will be publicly available, including in an accessible format upon request. The Accessibility Plan will be reviewed and updated, if applicable, at least once every five years.

Application

The Accessibility Plan applies to all employees of AC Technical Systems Ltd. in Ontario, and, where indicated, to any independent contractors providing services on behalf of AC Technical Systems Ltd. in Ontario.

Our Commitment

In fulfilling our mission, AC Technical Systems Ltd. strives to treat all individuals in a manner that allows them to maintain their dignity and independence. AC Technical Systems Ltd. promotes integration and equal opportunity and is committed to meeting the needs of people with disabilities in a timely manner. We will seek to achieve this by preventing and removing barriers to accessibility and by meeting accessibility requirements under the AODA. This Year Accessibility Plan sets out how we will achieve accessibility generally, as well as in employment, and information and communications.

Under the IASR, the following accessibility strategies set out the requirements that are applicable to AC Technical Systems Ltd.:

1. Training
2. Information and Communication
3. Employment and
4. Design of Public Spaces Standards

Accessibility Standards for Customer Service

AC Technical Systems Ltd. is committed to compliance with the accessibility standards for customer service. Members of the public are generally not permitted to enter the facility. To the extent that members of the public are granted access, AC Technical Systems Ltd. will comply with the accessibility standards for customer services as provided for under the IASR.

Accessible Emergency Information

AC Technical Systems Ltd. is committed to providing all customers and clients with publicly available emergency information in an accessible way upon request.

AC Technical Systems Ltd. will also provide employees with disabilities with individualized emergency response information when necessary.

Integrated Accessibility Standards Regulations (IASR)

The following sets out how AC Technical Systems Ltd. is committed to complying with the IASR.

1. Training

AC Technical Systems Ltd. is committed to providing training on the requirements of the accessibility standards referred to in the IASR and on the *Human Rights Code*, as it pertains to persons with disabilities.

In accordance with the IASR, AC Technical Systems Ltd. will:

- determine and ensure that appropriate training on the requirements of the IASR and on the *Human Rights Code* as it pertains to persons with disabilities, is provided to all employees, all other persons providing goods, services or facilities on behalf of AC Technical Systems Ltd. in the Province of Ontario, as well as all persons participating in the development and approval of AC Technical Systems Ltd.'s policies;
- ensure that the training is provided to persons referenced above as soon as practicable;
- keep and maintain a record of the training provided, including the dates that the training was provided and the number of individuals to whom it was provided; and
- ensure that training is provided on any changes to AC Technical Systems Ltd.'s policies on an ongoing basis.

2. Information and Communication

AC Technical Systems Ltd. is committed to making company information and communications accessible to persons with disabilities. AC Technical Systems Ltd. will incorporate new accessibility requirements under the information and communication standards to ensure that its information and communications systems and platforms are accessible and are provided, upon request, in accessible formats that meet the needs of persons with disabilities.

a. Feedback, Accessible Formats and Communication Supports

In accordance with the IASR, AC Technical Systems Ltd. will:

- ensure that existing and new processes for receiving and responding to feedback are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communication supports, upon request and in a timely manner;
- more broadly, as a general principle where accessible formats and communication supports for persons with disabilities are requested:
 - provide or arrange for the provision of such accessible formats and communication supports;
 - consult with the person making the request to determine the suitability of the accessible format or communication support;
 - provide or arrange for the provision of accessible formats and communication supports in a timely manner that takes into account the person's accessibility needs due to disability, and at a cost no more than the regular cost charged to other persons; and
- notify the public about the availability of accessible formats and communication supports.

b. Accessible Websites and Web Content

In accordance with the IASR, AC Technical Systems Ltd. will take reasonable steps to ensure that all new websites controlled by AC Technical Systems Ltd., and web content on those sites published after January 1, 2012, will conform with the World Wide Consortium Web Content Accessibility Guidelines (WCAG 2.0) Level AA, except where meeting the requirement is not practicable .]

3. Employment

a. Recruitment

AC Technical Systems Ltd. is committed to fair and accessible employment recruiting practices that attract and retain employees with disabilities. This includes providing accessibility across all stages of the employment cycle.

In accordance with the IASR, AC Technical Systems Ltd. will do the following:

(i) Recruitment General

AC Technical Systems Ltd. will notify employees and the public of the availability of accommodation for applicants with disabilities in the recruitment process. This will include:

- review and, as necessary, modification of existing recruitment policies, procedures and processes;
- specifying that accommodation is available for applicants with disabilities, on AC Technical Systems Ltd.'s website and on job postings; and

(ii) Recruitment, assessment and selection

AC Technical Systems Ltd. will notify job applicants, when they are individually selected to participate in an assessment or selection process and inform them that accommodations are available upon request. This will include:

- a review and, as necessary, modification of existing recruitment policies, procedures and processes;
- inclusion of availability of accommodation notice as part of the script in the scheduling of an interview and/or assessment; and
- if a selected applicant requests an accommodation, a consultation with the applicant and arrangement for provision of suitable accommodations in a manner that takes into account the applicant's accessibility needs due to the disability; and

(iii) Notice to Successful Applicants

When making offers of employment, AC Technical Systems Ltd. will notify the successful applicant of its policies for accommodating employees with disabilities. This will include:

- a review and, as necessary, modification of existing recruitment policies, procedures and processes; and

- inclusion of notification of AC Technical Systems Ltd.'s policies on accommodating employees with disabilities in offer of employment letters.

b. Informing Employees of Supports and General Provision of Accessible Formats and Communications Supports

In accordance with the IASR, AC Technical Systems Ltd. will inform all employees of policies that support 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 a disability. This will include:

- informing current employees and new hires of AC Technical Systems Ltd.'s policies supporting employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's needs due to disability;
- providing information as soon as practicable after the new employee begins employment, specifically in the orientation process;
- keeping employees up to date on changes to existing policies on job accommodations with respect to disabilities;
- where an employee with a disability so requests it, AC Technical Systems Ltd. will provide or arrange for provision of suitable accessible formats and communications supports for:
 - information that is needed in order to perform the employee's job;
 - information that is generally available to employees in the workplace; and
- in meeting the obligations to provide the information that is set out above, AC Technical Systems Ltd. will consult with the requesting employee in determining the suitability of an accessible format or communication support.

c. Documented Individual Accommodation Plans/Return to Work Process

AC Technical Systems Ltd. will incorporate new accessibility requirements under the IASR to ensure that barriers in accommodation and return to work processes are eliminated and corporate policies surrounding accommodation and return to work are followed, where applicable.

AC Technical Systems Ltd.'s existing policies and practices include steps that AC Technical Systems Ltd. will take to accommodate employees with disabilities and to facilitate employees' return to work after absence due to disability.

AC Technical Systems Ltd. will ensure that they include a process for the development of documented individual accommodation plans for employees with disabilities, if such plans are required.

In accordance with the provisions of the IASR, AC Technical Systems Ltd. will ensure that the process for the development of documented individual accommodation plans includes the following elements:

- information regarding the manner in which the employee requesting accommodation can participate in the development of the plan;
- information regarding the means by which the employee is assessed on an individual basis;
- information regarding the manner in which AC Technical Systems Ltd. can request an evaluation by an outside medical or other expert, at AC Technical Systems Ltd.'s expense, to assist AC Technical Systems Ltd. in determining if and how accommodation can be achieved;
- steps to protect the privacy of the employee's personal information;
- information regarding the frequency with which individual accommodation plans will be reviewed and updated and the manner in which this will be done;
- the reasons for a denial if an individual accommodation plan is denied;
- information regarding the means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs;
- the following will be included if individual accommodation plans are established:
 - any information regarding accessible formats and communication supports that have been provided for or arranged, in order to provide the employee with:
 - information that is needed in order to perform the employee's job;
 - information that is generally available to employees in the workplace;and
- identify any other accommodation that is to be provided to the employee.

AC Technical Systems Ltd. will ensure that the return to work process as set out in its existing policies outlines:

- the steps AC Technical Systems Ltd. will take to facilitate the employee's return to work after a disability-related absence;
- the development of a written individualized return to work plan for such employees; and
- the use of individual accommodation plans, as discussed above, in the return to work process.

d. Performance Management, Career Development and Redeployment

AC Technical Systems Ltd. will 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;

- when providing career development and advancement to employees with disabilities; and
- when redeploying employees with disabilities.

In accordance with the IASR, the AC Technical Systems Ltd. will:

- review, assess and, as necessary, modify existing policies, procedures and practices to ensure compliance with the IASR;
- take the accessibility needs of employees with disabilities and, as applicable, their individualized accommodation plans, into account when:
 - assessing performance;
 - managing career development and advancement; and
 - redeployment is required.
- review, assess and, as necessary, include in performance management workshops, accessibility criteria;
- take into account the accessibility needs of employees with disabilities when providing career development and advancement to its employees with disabilities, including notification of the ability to provide accommodations on internal job postings; and
- take into account the accessibility needs of employees with disabilities when redeploying employees, including review and, as necessary, modification of employee transfer checklist.

5. Design of Public Spaces

AC Technical Systems Ltd. will meet the Accessibility Standards for all built obligations should any such construction or redevelopment take place in the future.

AC Technical Systems Ltd. will put procedures in place to prevent service disruption to its accessible parts of public spaces. In the event of a service disruption, AC Technical Systems Ltd. will notify the public of the service disruption and alternatives available.

Information and Feedback

For more information on this accessibility plan or to provide feedback, please contact cmather@actechnical.com

Accessible formats of this document are available free upon request