

Accessibility Policies and Plan

This Accessibility Plan (2018 – 2025) outlines policies and actions that KOLAB PROJECT INC. will put in place to improve opportunities for people with disabilities.

STATEMENT OF COMMITMENT

KOLAB PROJECT is committed to treating all individuals in a manner that allows them to maintain their dignity and independence. We are committed to meeting the needs of individuals with disabilities in an efficient and timely manner by preventing and removing barriers and meeting the requirements under the Ontario *Accessibility for Ontarians with Disabilities Act, 2005* (“**AODA**”).

ACCESSIBLE EMERGENCY INFORMATION

KOLAB PROJECT is committed to providing their customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

ACCESSIBILITY PLAN

TRAINING

KOLAB PROJECT will provide training to employees on Ontario’s accessibility laws and on the Human Rights Code as it relates to people with disabilities.

KOLAB PROJECT will take the following steps to ensure that employees are provided with adequate training to meet Ontario’s accessible laws.

- Establish and ensure that appropriate training on the requirements of Integrated Accessibility; Standard Regulation (“**IASR**”) and the Ontario Human Rights Code is provided to all employees;
- File and maintain a record of the training provided for offices in Ontario (Toronto and Ottawa); and
- Ensure training is provided on any changes made to the policies and/or regulations.

INFORMATION AND COMMUNICATION STANDARD

KOLAB PROJECT is committed to providing information and communication accessible to persons with disabilities. We will ensure that communication and information are accessible and are in accessible formats that meet the needs of persons with disabilities.

1) KOLAB PROJECT.com

- KOLAB PROJECT will take the following steps to ensure that all new websites and content conform to WCAG 2.0, Level A and WCAG 2.0, Level AA by **January 1, 2021**;
- Ensure development of all new websites and content meet Information and Communication Standards under the regulation and that partnering individuals have expertise with such technology;
- Provide guidelines to all employees to ensure public documents and media are readily available upon request in accessible formats.

2) Feedback

- KOLAB PROJECT will take the following steps to ensure existing feedback processes are accessible to people with disabilities upon request and that all publicly available information is made accessible upon request;

- Ensure that existing and new processes of providing feedback are accessible to persons with disabilities by providing or arranging accessible formats upon request and within a timely manner;
- When requested by persons with disabilities, we will consult with the person making the request to determine the suitability of the accessible format or communication support, provide or arrange the accessible format or communication support within a timely manner that takes into account the person's accessibility needs and notify the public about the availability of accessible formats and communication supports.

EMPLOYMENT STANDARD

KOLAB PROJECT is committed to fair and accessible employment practices. This includes providing accessibility across all stages of the employment cycle.

KOLAB PROJECT will take the following steps to notify the public and staff that, upon request, we will accommodate people with disabilities during the recruitment process:

- Review and if necessary, create modification to our current recruitment process;
- Specify that accommodation for persons with disabilities can be made available on our job postings and websites;
- Include that accommodation is available when scheduling an interview with persons with disabilities;
- If a selected candidate requests accommodation, consult with the applicant and arrange suitable accommodation in a manner that takes into account their accessibility needs.

KOLAB PROJECT will take the following steps to develop and implement a process for developing individual accommodation plans and (return-to-work policies) for employees that have been absent due to a disability.

- Involve employees in the development of their plans;
- Assess the accommodation needs of employees;
- Protect the privacy of employees' personal information;
- Provide explanation to employees on why KOLAB PROJECT would deny a request for an accommodation plan;
- provide plans in accessible formats;
- Review and update the plans with employees regularly;
- Reach out to employees who publicly display a disability and find out how KOLAB PROJECT can accommodate their needs;
- Consider what accommodations may be appropriate for an employee returning to work, depending on whether their disability is temporary, recurring or permanent.

KOLAB PROJECT will take the following steps to ensure the accessibility needs of employees with disabilities are taken into account in performance management and career development

- Review employees' individual accommodation plans to understand their needs and see whether adjustments need to be made to help them succeed;
- Make performance management documents available in accessible formats when asked;
- Provide feedback and coach employees in a way that is accessible to them;
- Consider what accommodations employees with disabilities may need to learn new skills or take on more responsibility

ADDITIONAL INFORMATION

For more information on this accessibility plan, please contact:

Phone: (647) 812-0121 x 0341

Email: Accessibility@kolabproject.com