

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005

INTEGRATED ACCESSIBILITY STANDARDS

Exco Technologies Limited – Accessibility Plan

Part I – GENERAL REQUIREMENTS FOR LARGE ORGANIZATION (50+ employees in Ontario)

Section	Initiative	Description	Action Required	Status	Compliance Date
1	Establishment of Accessibility Policies	<p>3.(2) Large organizations shall include a statement of organizational commitment to meet the accessibility needs of persons with disabilities in a timely manner in their policies.</p> <p>3.(3) Prepare one or more written documents describing its policies and make the documents publicly available and, on request, provide them in an accessible format.</p>	<p>Developed by Management</p> <p>Post on Corporate Website.</p>	✓	January 2014
2	Accessibility Plans (Multi-Year Plan)	<p>4.(1) Large organizations shall:</p> <p>(a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation.</p> <p>(b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and</p>	Exco will post a copy of the multi-year plan on its Corporate website.	✓	January 2014
3	Review and Update of Accessibility Plans	<p>4.(1) Large organizations shall:</p> <p>(c) review and update the accessibility plan at least once every five years.</p>	Review every 5 years	✓	January 2014
4	Self-Service Kiosks	6.(1) Large organizations shall have regard to the accessibility for persons with disabilities when designing, procuring or acquiring self-service kiosks.	<p>Not Applicable</p> <p>"Kiosk" means an interactive electronic terminal.</p> <p>It is not applicable to Exco</p>	Not Applicable	Not Applicable
5	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 <i>Human Rights Code</i> as it pertains to persons with disabilities	<p>All employees, volunteers, persons who participate in developing the organization's policies, and all other persons who provide goods, services or facilities on behalf of the organization, will be trained.</p> <p>Training will be on the requirements of the integrated Accessibility Standards and will be appropriate to the duties of the individual being trained. Employees will also be trained on the Ontario Human Rights Code as it pertains to persons with disabilities using the Ontario Human Rights Commission's video, <i>Working Together: The Code and AODA</i>.</p>	Completed & Ongoing	January 2015
6	Accessibility Report	Organizations shall file the accessibility report according to the following schedule: every three years in case of large organizations	<p>Report was filed</p> <p>Report was filed</p>	✓	<p>December 2014.</p> <p>December 2017</p>

PART II – INFORMATION AND COMMUNICATIONS STANDARDS

Section	Initiative	Description	Action	Status	Relevant Date
1	Feedback from Customers	11.(1) Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for accessible formats and communications supports, upon request.	Exco does not have a formal process for soliciting feedback from its customers. If this changes in the future, Exco will ensure the process is facilitated in a way which considers a variety of disabilities. Exco will make sure that any feedback received will be available upon request.	Not Applicable	Not Applicable January 2015
2	Accessible Formats & Communication Supports	12.(1) Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, (a) in a timely manner that takes into account the person's accessibility needs due to disability; and (b) at a cost that is no more than the regular cost charged to other persons. 12.(2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	Exco shall, upon request, provide or arrange for the provision of accessible formats for persons with disabilities. The availability of accessible formats will be communicated through a posting at reception and our website at excocorp.com Communication supports will be provided in a timely manner which considers a person's needs. The cost to provide this service shall not be incurred by the customer. The customer will be consulted to determine the suitability of a communication support.	✓	January 2016
3	Websites & Web Content	14.(2) Large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, applies to new internet websites & content. All internet websites and web content (World Wide Web Consortium web content accessibility guidelines at level AA)	Exco did not create a new URL or change its existing website. Exco utilizes an internal website developer. We will ensure the web developer is aware of this requirement and that our website is compliant on the deadline of January 1, 2021.	Not Applicable ✓	By <u>January 1, 2021</u> .

PART III – EMPLOYMENT STANDARDS (APPLIES IN RESPECT OF EMPLOYEES AND NOT VOLUNTEERS)

Section	Initiative	Description	Action	Status	Relevant Date
1	Recruitment – General	22. Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	Exco will notify its employees and the public about the availability of accommodation for applicants during the recruitment process. The company does so by including the following statement in job postings: <i>The company values your dignity and independence. We believe in equal opportunity and are committed to meeting the needs of persons with disabilities. We are also committed to accommodating applicants and employees with disabilities to the point of undue hardship. If you require an accommodation during the recruitment process, please let us know and we will work together to provide you with a suitable accommodation.</i>	✓	January 2016
2	Recruitment, Assessment or Selection Process	23.(1) During a recruitment process, an employer 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.	Exco will notify job applicants when they are individually selected to participate in the interview process that accommodations are available upon request.	✓	January 2016
3		23.(2) If a selected applicant requests an accommodation, the employer 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.	Exco will provide accommodations upon request.	✓	January 2016
4	Notice to Successful Applicants	24. Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	Exco will ensure that successful applicants are notified about the company's Accommodation Policy for Employees with Disabilities.		January 2016
5	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.	Exco will inform all employees of our policies for supporting employees with disabilities. Notification will be sent via email, communicated during meeting or at an AODA training session.	✓	January 2016
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.	Exco will, upon request, consult with an employee with a disability to determine which accessible formats or communication supports they require to perform the duties of their job.		January 2016 January 2016
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. 27.(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.	Exco will create an individualized workplace emergency response plan for employees who have a disability and require accommodation/support to evacuate their workplace in an emergency. With the employee's consent, the person designated to provide assistance to the employee will be provided with the necessary information to assist the employee with the disability.		January 2012
28	Documented individual accommodation plans	28. Large 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	Exco will create an individualized accommodation plan for any employee for which it has been made aware has a disability. There may be times when we may initiate a dialogue to offer assistance for employees who are clearly unwell or perceived to have a disability. The employee will be included in the		January 2016

Section	Initiative	Description	Action	Status	Relevant Date
			development of the plan. This plan will be reviewed when there is a change in the employee's disability or job.		
29	Return to work process	<p>29.(1) Large organizations, (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.</p> <p>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 documented individual accommodation plans, as described in section 28, as part of the process.</p> <p>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.</p>	Exco has developed and has in place a return to work process for its employees who have been absent from work due to disability and require disability-related accommodations in order to return to work. The return to work process will be documented. If an individual's injury is covered by return to work provisions of the Workplace Safety and Insurance Act., then the Act's return to work process would apply.		January 2016
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.	Exco will consider the accessibility need of employees with disabilities in the area of performance management		January 2016
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.	<p>Exco will take into account what accommodations employees with disabilities may need to succeed elsewhere in the business or to take on new responsibilities within their current position.</p> <p>If the employee has an individual accommodation plan in place, the plan will be updated to reflect the changes in their new responsibilities.</p>		January 2016
32	Redeployment	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.	<p>In the event that Exco initiates a redeployment process, it will consider the accessibility needs of employees with disabilities when moving them to other positions within the organization.</p> <p>If the employee has an individual accommodation plan, the plan will be reviewed and updated to reflect the changes in their new responsibilities.</p>		January 2016