

## 1 PART 1: GENERAL REQUIREMENTS – INTEGRATED ACCESSIBILITY STANDARDS REGULATION

SECTION	INITIATIVE	DESCRIPTION	ACTION	STATUS	COMPLIANCE DATE
3	Establishment of Accessibility Policies	3.(1) Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards referred to in this Regulation.	<p>Policies prepared and approved.</p> <p>In support of the commitment to remove and prevent barriers for persons with disabilities, the Company will continue to review all new legislation, and policies under development to identify and remove barriers.</p>	Completed	December 2014
4	Accessibility Plans	<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> <p>c) review and update the accessibility plan at least once every five (5) years.</p>	<p>The 2014-2019 Multi-Year Accessibility Plan will be posted on both the Company's internal and external websites:</p> <ul style="list-style-type: none"> <li>- <a href="https://connections.corix.com">https://connections.corix.com</a></li> <li>- <a href="https://www.corix.com">https://www.corix.com</a></li> </ul> <p>The Company is committed to reviewing this plan once every five (5) years.</p>	Completed	December 2014
6	Self-Service Kiosks	6.(2) Large organizations and small organizations shall have regard to the accessibility for persons with disabilities when designing, procuring or acquiring self-service kiosks.	<p>All Self-Service Kiosks (POS terminals) are currently designed to be accessible by all users.</p> <p>The Company will continue to procure accessible terminals as required.</p>	Completed	January 1, 2015
7	Training	<p>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 Human Rights Code as it pertains to persons with disabilities to,</p> <p>a) all employees, and volunteers;</p> <p>b) all persons who participate in developing the organization's policies; and</p> <p>c) all other persons who provide goods, services or facilities on behalf of the organization.</p>	<p>The Company will incorporate a review of the accessibility policies as part of the new hire onboarding process.</p> <p>The Company will keep a record of training including dates, and names of individuals.</p> <p>The Company will work to provide formats that are acceptable to person(s) with a disability.</p>	Ongoing	January 1, 2015

## 2 PART 2: INFORMATION AND COMMUNICATIONS STANDARDS

SECTION	INITIATIVE	DESCRIPTION	ACTION	STATUS	COMPLIANCE DATE
11	Feedback	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.	The Company has an existing process for receiving and responding to feedback and will make this available in different accessible formats upon request.	Ongoing	January 1, 2015
12	Accessible Formats and 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.	The Company will review and respond to all formal requests submitted.	In Progress	January 1, 2016
		12.(2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.		Ongoing	January 1, 2016
		12.(3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.		Ongoing	January 1, 2016
13	Emergency Procedures, Plans or Public Safety Info	13.(1) In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.	The Company will review the accessibility of all emergency procedures and plans	Ongoing	January 1, 2016

SECTION	INITIATIVE	DESCRIPTION	ACTION	STATUS	COMPLIANCE DATE
14	Accessible Websites and Web Content	14.(2) Designated public sector organizations and large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, initially at Level A and increasing to Level AA, and shall do so in accordance with the schedule set out in this section.	Current websites adhere to WCAG 2.0 Level A.  The Company will continue to ensure website content and new consolidated websites are accessible in accordance with World Wide Web Consortium's web content accessibility guidelines.	Completed	January 1, 2014  New internet websites and web content on those sites must conform with WCAG 2.0 Level A.  January 1, 2021  All internet websites and web content must conform with WCAG 2.0 Level AA.

### 3 PART 3: EMPLOYMENT STANDARDS

SECTION	INITIATIVE	DESCRIPTION	ACTION	STATUS	COMPLIANCE DATE
20	Scope and Interpretation	20.(1) The standards set out in this Part apply to obligated organizations that are employers, and; a) apply in respect of employees; and b) do not apply in respect of volunteers and other non-paid individuals. O. Reg. 191/11, s. 20(1).	The Company will continue to ensure there are no potential barriers in employment policies, processes, practices or tools for people with disabilities.	Completed - Updated Corix website - Updated employment letters	January 1, 2016
22	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.	Applicants are notified on the external websites regarding the Company's commitment to providing equal opportunities for persons with disabilities in all employment activities, including access to jobs and accommodation during employment.	Completed - Career page updated - Employment offer letters updated - Onboarding checklists updated - Implemented Disability Management Program	January 1, 2016

SECTION	INITIATIVE	DESCRIPTION	ACTION	STATUS	COMPLIANCE DATE
23	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.	The Company will notify the public that accommodations are available upon request and provide accommodations to applicants during the entire hiring process.	Ongoing - Offer letters have been updated - All job postings state accommodations are available - Job applicants are notified as required	January 1, 2016
		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.	Selected individuals are notified of accommodation, support and accessibility during the recruitment process, upon request.  Internal and External Job ads will be reviewed to ensure there are no arbitrary barriers.	Ongoing	
24	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.	Company will notify successful applicants of our accessibility policies when making offers of employment.	Ongoing - Language added to offer letters	January 1, 2016
25	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.	Policies are made available to all employees on our Company's intranet/internet websites. - Multi-Year Plan - Integrated Accessibility Standards Policy - Respectful Workplace Policy - Disability Management Program	Ongoing - Posted to internal website	January 1, 2016
		25.(2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	The Company will provide new employees with accommodation information.  The Company will review accessibility policies during the on-boarding process.	Ongoing	January 1, 2016
		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.	Updated information will be communicated as necessary to employees.	Ongoing - Updates provided on internal website	January 1, 2016

SECTION	INITIATIVE	DESCRIPTION	ACTION	STATUS	COMPLIANCE DATE
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.	The Company is committed, where notified, to ensure a person(s) with a disability has all available resources.	Ongoing - Hiring Managers made aware of procedure	January 1, 2016
		26.(2) The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.		Ongoing	January 1, 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.	When notified the Company will work with the employee(s) to develop an individualized emergency response plan.	Ongoing - Procedures in place - HR, HSE, and Managers made aware	January 1, 2012
		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.		Ongoing - Procedure in place	January 1, 2012
		27.(3) Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability.		Ongoing - Included in onboarding procedure	January 1, 2012

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		<p>27.(4) Every employer shall review the individualized workplace emergency response information,</p> <ul style="list-style-type: none"> <li>a) when the employee moves to a different location in the organization;</li> <li>b) when the employee's overall accommodations needs or plans are reviewed; and</li> <li>c) when the employer reviews its general emergency response policies.</li> </ul>		Ongoing	January 1, 2012
28	Documented Individual Accommodation Plans	<p>28.(1) Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.</p>	The Company will continue to review its existing accommodation process. Identify elements of AODA requirements that need to be incorporated into existing accommodation process.	In Progress - Process created	January 1, 2016
		<p>28.(2) The process for the development of documented individual accommodation plans shall include the following elements:</p> <ul style="list-style-type: none"> <li>1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.</li> <li>2. The means by which the employee is assessed on an individual basis.</li> <li>3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to determine if and how accommodation can be achieved.</li> </ul>		In Progress	January 1, 2016

SECTION	INITIATIVE	DESCRIPTION	ACTION	STATUS	COMPLIANCE DATE
		<p>4. The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan.</p> <p>5. The steps taken to protect the privacy of the employee's personal.</p> <p>6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.</p> <p>7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.</p> <p>8. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.</p>			
		<p>28.(3) Individual accommodation plans shall,</p> <p>a) if requested, include any information regarding accessible formats and communications supports provided, as described in Section 26;</p> <p>b) if required, include individualized workplace emergency response information, as described in Section 27; and</p> <p>c) identify any other accommodation that is to be provided.</p>		<p>In Progress - Process in place</p>	<p>January 1, 2016</p>

SECTION	INITIATIVE	DESCRIPTION	ACTION	STATUS	COMPLIANCE DATE
29	Return to Work Process	29.(1) Every employer, other than an employer that is a small organization, 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.	Current Illness/Injury Return to Work Program will be updated to comply with AODA regulation.	Ongoing - Process created and included in onboarding training.	January 1, 2016
		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 individual documented accommodation plans, as described in Section 28, as part of the process.		Ongoing - Process in place	January 1, 2016
		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.		Ongoing	January 1, 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.	The Company will implement and take into account the accessibility needs of individuals with disabilities, as well as accommodation needs with regard to performance management.	In Progress	January 1, 2016
31	Career Development and 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.	Review existing processes and revise as necessary to incorporate AODA requirements.	In Progress	January 1, 2016



SECTION	INITIATIVE	DESCRIPTION	ACTION	STATUS	COMPLIANCE DATE
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.	Review process for possible barriers and revise as necessary to incorporate AODA requirements.	In Progress	January 1, 2016