



Multi-Year Accessibility Plan

Background

The Accessibility for Ontarians with Disabilities Act (AODA) was adopted in 2005 with a goal of making Ontario completely accessible for individuals with disabilities by 2025. To reach this goal, businesses and organizations that provide goods and services to people in Ontario, are required to meet certain accessibility standards in 5 areas: (1) Customer Service; (2) Information and Communications; (3) Employment; (4) Transportation; and (5) the Design of Public Spaces.

The first standard being implemented is the Customer Service Standard (“CSS”). The purpose of the CSS is to ensure that goods and services are provided in a manner that respects the dignity and independence of persons with disabilities and that persons with disabilities are given an equal opportunity to obtain, use and benefit from the goods and services. The second standard, the Integrated Accessibility Standards (“IAS”), which incorporates the remaining 4 accessibility standards, requires us to establish, implement, maintain and document a multi-year accessibility plan which outlines our strategy to prevent and remove barriers for persons with disabilities through the requirements under the IAS.

The AODA complements the requirements under the Human Rights Code and other laws that protect disabled persons from discrimination and harassment.

Purpose:

Axonify strives at all times to respect the dignity and independence of persons with disability. We are dedicated to fostering a community that welcomes and is responsive to the needs of those with disabilities. This is evidenced through our practice of ensuring Axonify policies, processes and practices are regularly monitored, reviewed and implemented to meet the goals and objectives outlined in AODA.

Our Multi-Year Accessibility Plan outlines our approach to achieve service excellence for people with disabilities and meeting accessibility standards in accordance with the IAS of AODA.

General Requirements

Establishment of Accessibility Policies

Axonify is committed to implementing and maintain policies that govern how the organization achieves accessibility through meeting requirement’s outlined in the Regulation by January 1, 2014.

Training

Axonify will take the following steps to ensure employees are provided with the training needed to meet AODA’s accessibility laws by January 1, 2015:

- Provide training on the requirements of IAS and on disability-related obligations under Ontario Human Rights legislation
- Maintain records of the dates when training is completed, the individuals who completed the training and following-up with employees that have not completed the course



Information and Communication Standards

We are committed to making company information and communications accessible to persons with disabilities. We will incorporate new accessibility requirements under the Information and Communication Standard to ensure that our information and communication systems and platforms are accessible and are provided in accessible formats that meet the needs of persons with disabilities.

A. Accessible Formats and Communications Supports

Axonify will by January 1, 2016

- We will ensure that all of our publicly available information is made accessible upon request. Where a request for an accessible format or for communication supports is received, we will:
 - Consult with the individual making the request to determine their accessibility needs and what would be a suitable format or support.
 - Provide the requested information in a timely manner.

B. Feedback

Axonify will be January 1, 2015:

- Ensure that the processes for receiving and responding to feedback are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communications supports, upon request.

C. Accessible Websites and Web Content

Axonify will by January 1, 2014:

- We will ensure our new internet websites and new content on such websites conform with World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level A.

Axonify will be January 1, 2021:

- We will ensure our new internet websites and web content confirm with WCAG 2.0 Level AA, except for exclusions set out in the IASR.

Employment Standards

We are committed to fair and accessible employment practices that attract and retain employees with disabilities. This includes providing accessibility across all stages of the employment cycle.

A. Recruitment

Axonify will by January 1, 2016:

- On the Axonify career website we will specify that accommodations are available for applicants with disabilities
- Inform applicants selected to participate in the interview process that accommodations are available during the recruitment process upon request.
- When requested, consult with the applicant and implement suitable accommodations
- When making offers of employment, we will notify the successful applicant of our policies for accommodating employees with disabilities.



B. Informing Employees of Supports

Axonify will by January 1, 2016:

- We are committed to informing our employees of our policies used to support employees with disabilities. We will provide required information to new employees as soon as practically possible aft they begin their employment.
- Implement necessary changes to the work environment for employees of Axonify.

C. Accessible Formats and communication Supports for Employees

Axonify will by January 1, 2016:

Where an employee with a disability so requests it, we will provide or arrange for provision of suitable accessible formats and communication supports for:

- Information that is needed in order to perform the employee’s job.
- Information that is generally available to employees in the workplace.
- In order to meet this obligation, we will consult with the requesting employee to determine the suitability of an accessible format or communication support

D. Workplace Emergency Response Information

Axonify will by January 1, 2016:

- As an organization, we will provide individualized workplace emergency response information to employees who have a disability if we are aware of the need for accommodation. We will review the individualized workplace emergency response information if the employee moves to a new location, if the overall accommodation needs are reviewed or when Axonify reviews its general emergency response policies.

E. Documented Individual Accommodation Plans/Return to Work Process

Axonify will by January 1, 2016:

- Develop individual accommodation plans and return-to-work policies for employees that have been absent due to a disability by following up with employees that are in the process of returning to work to see what accommodations can be made for them.

F. Performance Management, Career Development and Redeployment

Axonify will by January 1, 2016:

- Take into account the accessibility needs of employees with disabilities and individual accommodation plans when utilizing Axonify’s performance management process, considering career development and advancement opportunities and redeployment process.

For More Information

For more information on this Accessibility Plan, or for a copy of this plan in an accessible format, please contact Axonify by any of the following means:

By Telephone: 519-585-1200

By Email: accessibility@axonify.com



By Regular Mail:

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