Environics Analytics

MULTI-YEAR ACCESSIBILITY PLAN

Version 1.0

Version Control

Version Number 1.0	March 22, 2021

Revision History Summary

Date	Version	Section	Description of Changes	Initials
March 22, 2021	V 1	All	Initial policy	JS/MM
March 4, 2022	V 1	All	Annual review. No changes were made.	MM
March 13,2023	V 1	All	Annual review. No changes were made.	JS
March 1,2023	V 1	1.7.1	Annual review. Added testing to requirements.	JS
March 1, 2024	V 1	All	Annual Review	JS
July 17, 2025	V 1	All	Added AODA Compliance Requirements & Annual Review	JS

Approvals

This Policy is part of Environics Analytics overall Information Security Program. This Policy has been reviewed, approved, and endorsed by Environics Analytics Senior management and the Compliance Office.

Environics Analytics reserves the right to change or modify this policy at any time.

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MULTI-YEAR ACCESSIBILITY PLAN

1 ENVIRONICS ANALYTICS MULTI-YEAR ACCESSIBILITY PLAN

1.1 Overview

The policy contained in this document was authored in Compliance with Ontario Regulation 191/11 under the Accessibility for Ontarians with Disabilities Act (AODA) 2005, and the Integrated Accessibility Standards Regulation ("IASR") under the AODA.

1.2 Purpose

This policy outlines the principles and commitment to creating, maintaining, and developing an accessible work environment at Environics Analytics.

1.3 Scope

This Policy applies to all EA Staff. This Policy establishes the Multi-Year Accessibility Plan.

1.4 Introduction and Statement of Commitment

The multi-year accessibility plan is a road map that illustrates how Environics Analytics (EA) plans to make its commitments to accessibility a reality.

The Integrated Accessibility Standards Regulation ("IASR") under AODA, requires Environics Analytics to establish, implement, maintain and document its accessibility policies and a multi-year accessibility plan. The plan details how EA will meet IASR requirements being;

- General Requirements
- Information and Communications
- Employment

1.4.1 Statement of Commitment

EA is committed to AODA compliance. EA fosters an environment that is an inclusive, equitable and accessible workplace. EA believes in integration and equal opportunity.

We are committed to meeting the needs of people with disabilities in a timely manner. We will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act. EA will continue our work to promote a culture of acceptance and respect for accessibility. On an ongoing and regular basis, and as per the applicable terms of the IASR, EA will review and assess individualized emergency plans to ensure accessibility issues are addressed.

1.5 Establishment of Accessibility Policies and Plans

In accordance with the IASR, Environics Analytics will:

- Develop, implement and maintain a corporate policy or policies governing how the organization will achieve accessibility.
- Establish, implement and maintain a Multi-Year Accessibility Plan.
- Include within its Multi-Year Accessibility Plan a statement of commitment to meet the accessibility needs of persons with disabilities in a timely manner.
- Make the corporate policies and Multi-Year Accessibility Plan available to the public on the Environics Analytics website, www.environicsanalytics.com, and available in accessible formats upon request.
- Plan can be found here on the website

1.6 Compliance to AODA Standards

https://www.ontario.ca/page/completing-your-accessibility-compliance-report#:~:text=The%20compliance%20report%20confirms%20that,lead%20to%20potential%20enforcement%20action.

Deadlines

The requirements and deadlines you need to follow depend on the type and size of your organization:

- if you are a business or non-profit organization with 20 or more employees, you must file an accessibility compliance report every three years.

  - The last reporting deadline was **December 31, 2023**. You are still required to file a 2023 report even though the deadline has passed.

  - The next reporting deadline will be December 31, 2026. We will share information on how to complete your report for this deadline in 2026.

- if you are a designated public sector organization, including municipalities and other organizations identified in Schedule 1 of Ontario Regulation 191/11 or Table 1 of Ontario Regulation 146/10, you must file an accessibility compliance report every two years.

o Your reporting deadline is **December 31, 2025**.

Filing your report is a legal obligation under the AODA. If you do not submit your report, it may lead to potential enforcement action.

1.7 Training

Environics Analytics will provide training on the requirements of the IASR and disability-related obligations under the Ontario Human Rights legislation, as well as similar legislative provisions across the country, to the following individuals: associates, volunteers and any others who may be acting on EA's behalf in dealing with the public or any other third parties. Training will also be provided to all people who are involved in the development of EA's policies. EA will maintain records of the dates when training is completed and the individuals who completed the training.

1.8 Information and Communications Standards

Environics Analytics is committed to making company information and communications accessible to persons with disabilities.

1.8.1 Accessible Public Websites and Web Content

To ensure that our public website, and all content posted on the website since Jan 1, 2021 conforms to the WCAG 2.0 Level AA

- • EA will audit all website and content for Level AA compliance.
- • EA will work towards implementing the necessary changes to bring the website and web content into conformance with applicable Level AA requirements.
- • EA will execute tests of our website properties for compatibility to Web Content Accessibility Guidelines (WCAG) 2.1 Level AA. Testing guidelines include Automated page scans, Color Contrast Analyser, Keyboard Navigation, Screen Reader, etc.

1.8.2 Feedback, Accessible Formats, and Communication Supports

EA will ensure a statement is posted on the EA Website about the availability of accessible formats and communication supports and, upon request, provide or arrange for the provision of accessible formats in a timely manner.

EA will ensure that processes for receiving and responding to feedback (including complaints) about how EA provides goods, services or facilities are accessible to persons with disabilities by providing, or arranging for the provision of accessible formats and communication support upon request and within ten business days.

EA will document and record all requests and or feedback.

1.9   Employment

1.9.1   Recruitment

On the EA public websites, specific to career job postings, EA will specify that accommodations are available for applicants with disabilities as EA is committed to fair and accessible employment recruiting practices.

EA will notify job applicants when they are individually selected to participate in the selection process and inform them that accommodations are available upon request in relation to the materials or processes to be used in the selection process.

If a selected applicant requests an accommodation, a consultation with the applicant and arrangement for provision of suitable accommodations will be made in a manner that considers the applicant's accessibility needs due to a disability.

When making offers of employment, EA will, where applicable, notify the successful applicant of its policies, procedures, and processes for accommodating the applicant's accessibility needs due to a disability.

1.9.2   Informing Employees of Supports and General Provision of Accessible Formats and Communications Supports

EA will inform its current employees and new hires of policies that support employees with disabilities.

EA will keep employees up to date on changes to existing policies on job accommodations with respect to disabilities.

EA will provide or arrange for the provision of suitable accessible formats and communications support to perform the employee's job and will consult with the employee in determining the suitability of an accessible format or communication requirement.

1.9.3   Documented Individual Accommodation Plans / Return to Work Process

EA will ensure that the process for the development of documented individual accommodation plans includes information regarding how the employee requesting accommodation can participate in the development of the plan.

EA will develop and document a return-to-work process for employees who have been absent due to a disability. The process shall outline the steps EA will take to facilitate the employee's return to work and use the employee's individual accommodation plan as part of that process.

EA will ensure the process for the development of documented individual accommodation plans includes information regarding the manner in which EA can request an evaluation by an outside medical or another expert, at its expense, to assist EA in determining if and how accommodation can be achieved.

EA will protect the privacy of the employee's personal information.

1.9.4 Performance Management, Career Development, and Redeployment

EA will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans when providing performance management, career development, and advancement to employees with disabilities.

EA will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans when redeploying employees with disabilities.

1.10 Accessible Workplace Emergency Response Information

Workers with disabilities must receive emergency information in formats they can access. Environics Analytics will provide accessible emergency information to all workers who receive workplace information in accessible formats.

Environics Analytics is committed to providing customers and clients with publicly available emergency information in an accessible way upon request.

On an ongoing and regular basis, and as per the applicable terms of the IASR, Environics Analytics will review and assess individualized emergency plans to ensure accessibility issues are addressed.

The individualized emergency plan will be communicated to the employee's respective manager on an "as needed" basis.

1.11 Information and Feedback

For more information on Environics Analytics Accessibility Services, Plans. Policies and Accessible formats, please contact accessibilityservices@environicsanalytics.com

Phone: 1.888.339.3304

In Writing/In Person:

Attention: Accessibility Services
Environics Analytics
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Toronto, ON M4W 3H1