

This 2014-21 accessibility plan outlines the policies and actions that Cana-Datum has implemented to date and those it will put in place to improve opportunities for people with disabilities.

Statement of Commitment

Cana-Datum is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

Accessible Emergency Information

Cana-Datum is committed to providing our 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 as appropriate.

Training

Cana-Datum will provide training to management and staff on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees and staff members.

Cana-Datum has implemented the following policy to ensure employees are provided with the training needed to meet Ontario's accessibility laws

- Training has been provided to existing employees (January 1st, 2015)
- Training will be provided to new employees within 30 days of hiring

Information and Communications

Cana-Datum is committed to meeting the communication needs of people with disabilities and will consult with them to determine their information and communication needs.

- Anyone who wishes to provide feedback on the way Cana-Datum has accommodated persons with disabilities can do so by completing a form available on request from the receptionist or by email.
- Cana-Datum's accessibility policy is posted on our website.
- Cana-Datum personnel working on website upgrades and management working together with website development subcontractors will review the requirements of WCAG 2.0, Level AA to bring its website and its content into compliance by June 30th, 2021.

Employment

Cana-Datum is committed to fair and accessible employment practices.

We communicate to existing personnel and during the hiring process that when requested, every effort will be made to find meaningful work to meet the restrictions of personnel with disabilities or recovering from illness or injury.

Cana-Datum has developed and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability that takes into account the disability of the employee balanced with the company's ability to provide meaningful work.

Cana-Datum has taken the following steps to accommodate people with disabilities during the recruitment and assessment processes:

- By communication through employment advertisements
- By inquiring during preliminary telephone interviews if any accommodation requirements are needed during the personal interview and hiring process

We have taken the following steps to ensure the accessibility needs of employees with disabilities are taken into account during performance management, career development and redeployment processes:

- Ensuring that training provided is accessible
- Ensuring adherence to our fair practices policy in career advancement opportunities

Design of Public Spaces

Cana-Datum will meet the Accessibility Standards for the Design of public Spaces when building or making major modifications to public spaces.

Public spaces include:

- Off-street parking
- Company reception area
- Washroom facilities

In the event of a service disruption, we will notify employees and customers of the service disruption and alternatives available.

For More Information

For more information on this accessibility plan, please contact Colleen Musalem at:

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