

Accessibility for Ontarians with Disabilities Act

Multi-year accessibility plan

EXECUTIVE SUMMARY: This plan exists to fulfill the AODA requirements of providers of goods and services in Ontario.

1. PURPOSE:

This 2014-2021 accessibility plan outlines the policies and actions that **Convera Canada ULC** (“**Convera**”) will put in place to improve opportunities for people with disabilities.

2. PLAN SCOPE:

This Plan applies to Convera operations in Ontario, Canada, and to employees, contractors and agents of Convera operations in Ontario and others as required by legislation.

3. PLAN STATEMENT:

Convera 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, 2005 (AODA).

Accessible Emergency Information

Convera is committed to providing its customers with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary in accordance with AODA.

Training

Convera has provided training to employees, volunteers and other staff members (including those individuals who participate in developing our policies) on Ontario’s accessibility laws and on the Human Rights Code as it relates to people with disabilities, and will continue to do so in respect of any new employees, volunteers or staff members. Training will be provided in a way that best suits the duties of employees, volunteers and other staff members. Convera will periodically review its current training programs to determine if any modifications

are required to ensure employees are provided with the training needed to meet Ontario's accessible laws.

Information and communications

Convera is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs and provide accommodations (including accessible formats and communication supports) upon request. Convera will review its existing websites and content to develop a plan to conform those sites and content with WCAG 2.0, Level A where required. Convera will also develop a plan to make all of its websites and content conform with WCAG 2.0, Level AA by January 1, 2021.

Employment

Convera is committed to fair and accessible employment practices. We have reviewed our recruitment and assessment processes, process for developing individual accommodation plans and return-to-work policies to ensure that they are compliant with AODA, and will continue to consider accessibility matters in respect of the revision or creation of any such processes or plans.

We have reviewed our performance management, career development and redeployment processes to ensure the accessibility needs of employees with disabilities are taken into account.

In the event of a service disruption, we will notify the public of the service disruption and alternatives available as appropriate in the circumstances.

Design of Public Spaces

Convera will meet accessibility laws when building or making major changes to public spaces.

Convera will put procedures in place to prevent service disruptions to the accessible parts of our public spaces, and to address maintenance issues.

Feedback process

Individuals who wish to provide feedback on accessibility matters can email CustomerServiceCA@Convera.com or call 1-877-577-9746.

All feedback, including complaints, will be reviewed internally and addressed as appropriate in the circumstances. Convera will make reasonable efforts to respond to customers within seven (7) business days from the date in which the feedback was received, if appropriate in the circumstances. Individuals may request

information or documentation in accessible formats or with communication supports as part of the feedback process.

Convera has review its other existing feedback processes to confirm that such processes are accessible to people with disabilities with accommodations, upon request.

Notice of availability

Convera will notify the public that our policies are available upon request by posting the policies on our website. Accessible formats of this document are available free upon request.

For more information on this accessibility plan, please contact Convera by email at CustomerServiceCA@Convera.com or call 1-877-577-9746.

Modifications to this or other policies

Any policy of Convera that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

4. EXCEPTIONS TO POLICY

None.