

## ACCESSIBILITY PLAN

### AODA INTEGRATED ACCESSIBILITY STANDARD

Taylor Leibow LLP (the “Firm”) is committed to meeting the accessibility needs of people with disabilities in a timely manner. In order to meet this goal and to comply with the requirements under Ontario Regulation 191/11 of the *Accessibility for Ontarians with Disabilities Act, 2005* (the “Integrated Accessibility Standard”), the Firm has developed the following multi-year accessibility plan. This plan will be reviewed at least once every five years.

#### General Requirements:

Legislative Requirement	Required Action	Implementation Status
Development of Accessibility Policies and Statement of Organizational Commitment  Deadline: January 1, 2014	Create written policies pertaining to meeting the requirements under the Integrated Accessibility Standard. The policies must include a statement of organizational commitment.  Make the policies available to the public and in an accessible format upon request.	Implemented.
Development of an Accessibility Plan  Deadline: January 1, 2014	Create a multi-year accessibility plan that must be reviewed at least once every five years.  Post the plan on the Firm’s website and make it available in an accessible format upon request.	Implemented.
Self-Serve Kiosks  Deadline: January 1, 2014	Have regard for accessibility features when designing, procuring or acquiring self-serve kiosks.	No action required; the Firm does not have any self-serve kiosks or an intention to procure or acquire any self-serve kiosks at this time.
Training  Deadline: January 1, 2015	Training of all employees, individuals involved in the development of policies and any third parties providing goods or services on the Firm’s behalf.	Implemented.

**Information and Communication Standard:**

<b>Legislative Requirement</b>	<b>Required Action</b>	<b>Implementation Status</b>
Public Safety Information Deadline: January 1, 2012	Any emergency procedures, plans or public safety information that is made available to the public must be provided in an accessible format upon request.	No action required.
Web Accessibility Deadline: January 1, 2014 (new websites); January 1, 2021 (all web material)	All <u>new</u> internet websites and corresponding content must comply with the WCAG 2.0 Level A (January 1, 2014).  All internet websites and web content must conform with WCAG 2.0 Level AA, other than (a) success criteria 1.2.4 Captions (Live), and (b) success criteria 1.2.5 Audio Descriptions (Pre-recorded) (January 1, 2021).	The Firm will comply by January 1, 2021.
Feedback Deadline: January 1, 2015	Ensure that the Firm’s feedback process is accessible to people with disabilities by providing accessible formats and communication supports upon request.	Implemented.
Accessible formats and communication supports Deadline: January 1, 2016	Provide accessible formats and communication supports to people with disabilities when requested at no additional cost.	Implemented.

**Employment Standard:**

<b>Legislative Requirement</b>	<b>Required Action</b>	<b>Implementation Status</b>
Individualized Workplace Emergency Response Information Deadline: January 1, 2012	Individualized workplace emergency response information must be prepared for employees with disabilities where (a) the disability is such that the individualized information is necessary and, (b) the Firm is aware of the need for accommodation due to the employee’s disability.  An individualized emergency response plan must be developed as soon as	Implemented.

Legislative Requirement	Required Action	Implementation Status
	<p>practicable once the Firm is aware of the need.</p> <p>If assistance will be required, the Firm must first ask the employee for consent and then should select a person designated to provide assistance.</p> <p>An employee’s individualized emergency response plan must be reviewed:</p> <ul style="list-style-type: none"> <li>(a) when the employee moves to a different location;</li> <li>(b) when the employee’s overall accommodations needs or plans are reviewed; and</li> <li>(c) when our general emergency response policies are reviewed.</li> </ul>	
<p>Recruitment – General</p> <p>Deadline: January 1, 2016</p>	<p>The Firm will notify current employees and the public about the availability of accommodation for applicants with disabilities in our recruitment processes.</p>	<p>Implemented.</p>
<p>Recruitment – selection process</p> <p>Deadline: January 1, 2016</p>	<p>Job applicants that are individually chosen to participate in the selection process will be notified that accommodations are available. If an accommodation is requested, we will consult with the applicant when determining a suitable accommodation.</p>	<p>Implemented.</p>
<p>Recruitment – notice to successful applicants</p> <p>Deadline: January 1, 2016</p>	<p>The Firm will notify successful job applicants about our policies related to the accommodation of employees with disabilities.</p>	<p>Implemented.</p>
<p>Informing employees of supports</p> <p>Deadline: January 1, 2016</p>	<p>Employees of the Firm must be informed of policies used to support employees with disabilities, including policies related to job accommodation for employees with disabilities.</p>	<p>Implemented.</p>

Legislative Requirement	Required Action	Implementation Status
	<p>This information must be provided as soon as practicable to new employees.</p> <p>When changes are made to current policies related to job accommodation, updated information must be provided to employees.</p>	
<p>Accessible formats and communication supports for employees</p> <p>Deadline: January 1, 2016</p>	<p>The Firm must provide accessible formats and communication supports to an employee with a disability 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.</p> <p>The Firm must consult with the employee when determining the suitable format or communication support.</p>	<p>Implemented.</p>
<p>Individualized Accommodation Plans</p> <p>Deadline: January 1, 2016</p>	<p>The Firm must prepare a written procedure for the development of individualized accommodation plans for employees with disabilities.</p> <p>The procedure must include the following elements:</p> <ol 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 assist the employer in determining if accommodation can be achieved and, if</li> </ol>	<p>Implemented.</p>

Legislative Requirement	Required Action	Implementation Status
	<p>so, how accommodation can be achieved.</p> <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 information.</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>In addition, the individualized accommodation plan should include: information regarding accessible formats and communication supports (if requested), the employee’s individualized emergency response information (if any), and information regarding any other accommodation that is to be provided.</p>	
Return to Work Process	The Firm must have in place a written return to work process for employees absent due to disability who require	Implemented.

<b>Legislative Requirement</b>	<b>Required Action</b>	<b>Implementation Status</b>
Deadline: January 1, 2016	disability related accommodation for returning to work.  The process must (i) outline the steps the Firm will take to facilitate the return to work, and (ii) incorporate individualized accommodation plans.	
Performance Management  Deadline: January 1, 2016	The Firm must take into account the accessibility needs of employees with disabilities as well as any individualized accommodation plan in place during performance management	Implemented.
Career Development  Deadline: January 1, 2016	The Firm must take into account the accessibility needs of employees with disabilities as well as any individualized accommodation plan in place when considering career development opportunities.	Implemented.
Redeployment  Deadline: January 1, 2016	The Firm must take into account the accessibility needs of employees with disabilities as well as any individualized accommodation plan in place during the redeployment process	Implemented.

**Design of Public Spaces Standard:**

<b>Legislative Requirement</b>	<b>Required Action</b>	<b>Implementation Status</b>
Recreational Trails and Beach Access Routes  Deadline: January 1, 2017	Newly constructed and redeveloped recreational trails and beach access routes must comply with the accessibility requirements in the Design of Public Spaces Standard.	No action required. This requirement does not apply to the Firm.
Outdoor Public Use Eating Areas and Outdoor Play Spaces  Deadline: January 1, 2017	Newly constructed and redeveloped outdoor public eating areas and outdoor play spaces must comply with the accessibility requirements in the Design of Public Spaces Standard.	No action required.
Exterior Paths of	Newly constructed and redeveloped	No action required.

Legislative Requirement	Required Action	Implementation Status
<p>Travel</p> <p>Deadline: January 1, 2017</p>	<p>exterior paths of travel must comply with the accessibility requirements in the Design of Public Spaces Standard, except where the Building Code applies.</p> <p>“Exterior paths of travel” includes outdoor sidewalks or walkways designed and constructed for pedestrian travel that are intended to serve a functional, not recreational, purpose. But this does not include paths of travel regulated under the Ontario Regulation 350/06 (Building Code) made pursuant to the <i>Building Code Act, 1992</i>.</p>	
<p>Accessible Parking</p> <p>Deadline: January 1, 2017</p>	<p>Newly constructed and redeveloped off-street parking spaces must comply with the accessibility requirements in the Design of Public Spaces Standard.</p>	<p>No action required.</p>
<p>Service counters, fixed queuing guides and waiting areas</p> <p>Deadline: January 1, 2017</p>	<p>Newly constructed and redeveloped service counters, fixed queuing guides and waiting areas must comply with the accessibility requirements in the Design of Public Spaces Standard.</p>	<p>No action required.</p>
<p>Maintenance</p> <p>Deadline: January 1, 2017</p>	<p>When the Firm undergoes new construction or a substantial development that requires accessible design as provided under the Design of Public Spaces Standard, procedures must be put in place (i) for preventative and emergency maintenance of the accessible elements, and (ii) for dealing with temporary disruptions when accessible elements required under the Design of Public Spaces Standard are not in working order.</p>	<p>No action required.</p>