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Policy

Domtech is committed to meeting its obligations under the Accessibility for Ontarians with Disabilities Act (the “AODA”) and related Integrated Accessibility Standards Regulations (the “IASR”). Domtech is committed to treating all people in a way that allows them to maintain their dignity and independence. Domtech believes in integration and equal opportunity and is committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility.

Domtech is committed to making every reasonable effort to accommodate people with disabilities, provided such accommodation does not cause Domtech undue hardship.

Scope

This policy applies to all Domtech Employees.

Purpose

To govern Domtech operations in accordance with Regulation 191/11, Integrated Accessibility Standards (“Regulation”) under the Accessibility for Ontarians with Disabilities Act, 2005. These standards were developed to identify, remove and prevent barriers and increase accessibility for persons with disabilities in the areas of information and communications and employment. Domtech is governed by this Policy as well as the Accessible Customer Service Policy in meeting the accessibility needs of persons with disabilities.

GENERAL STANDARDS

Accessibility Plan

Domtech will establish, implement, maintain and document a Multi-Year Accessibility Plan outlining Domtech’s strategy to identify, remove and prevent barriers and increase accessibility for persons with disabilities, in accordance with the AODA. The Multi-Year Accessibility Plan will be reviewed and updated at least once every five years, and will be posted on Domtech’s website. Upon request, Domtech will provide a copy of the Multi-Year Accessibility Plan in an accessible format.

Training

Domtech will ensure that training is provided on the requirements of the accessibility standards referred to in the Regulation and on the Human Rights Code as it pertains to persons with disabilities to all Employees.

The training will be appropriate to the duties of the Employee. Employees will be trained when changes are made to Domtech’s Integrated Accessibility Standards Policy. New Employees will be trained as soon as practicable.

Domtech will keep a record of the training it provides, including the dates on which the training is provided and the number of individuals to whom it is provided.

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| Prepared By: Tim Bannon, Co-President | Approved By: Tim Bannon, Co-President |
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INFORMATION AND COMMUNICATION STANDARDS

Accessible Website and Web Content

Domtech will ensure all new websites and content, or major modifications to existing websites and content, conform to “Web Content Accessibility Guidelines” (WCAG) 2.0, Level A.

Domtech will ensure that all websites conform to WCAG 2.0, Level AA by January 1, 2021.

Feedback

Domtech will ensure that Domtech’s process for receiving and responding to feedback is accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communications supports, upon request. Domtech will notify the public about the availability of accessible formats and communication supports.

Accessible Formats and Communication Supports

Upon request, Domtech will provide, or will arrange for the provision of accessible formats and communication supports for persons with disabilities. Domtech will do so in a timely manner that takes into account the person’s accessibility needs due to disability and at a cost that is no more than the regular cost charged to other persons.

Domtech will consult with the person making the request in determining the suitability of an accessible format or communication support.

EMPLOYMENT STANDARDS

Workplace Emergency Response Information

Domtech will provide individualized workplace emergency response information to Employees who have a disability, if the disability is such that the individualized information is necessary, and if Domtech is aware of the need for accommodation due to the Employee’s disability. Domtech will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the Employee requires assistance, Domtech will, with the consent of the Employee, provide the workplace emergency response information to the person designated by Domtech to provide assistance to the Employee.

Domtech will review the individualized workplace emergency response information when the Employee moves to a different location in the organization, when the Employee’s overall accommodations needs or plans are reviewed and when Domtech reviews its general emergency response practices.

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Recruitment

Domtech will notify its Employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process.

Recruitment, Assessment or Selection Process

Domtech will notify job applicants, when they are individually selected to participate further in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used.

If a selected applicant requests an accommodation, Domtech will consult with the applicant and provide, or arrange for the provision of, a suitable accommodation in a manner that takes into account the applicant’s accessibility needs due to disability.

Notice to Successful Applicants

When making offers of employment, Domtech will notify the successful applicant of its policies for accommodating Employees with disabilities.

Informing Personnel of Supports

Domtech will inform its personnel of its policies (and any changes to those policies) used to support Employees with disabilities, including but not limited to policies on the provision of job accommodations that take into account an Employee’s accessibility needs due to disability. This information will be provided to new Employees as soon as practicable after commencing employment.

Accessible Formats and Communication Supports for Employees

Upon the request of an Employee with a disability, Domtech will consult with the Employee to provide, or arrange for the provision of, accessible formats and communication supports for information that is needed to perform the Employee’s job, and information that is generally available to other Employees.

In determining the suitability of an accessible format or communication support, Domtech will consult with the Employee making the request.

Documented Individual Accommodation Plans

Domtech will maintain a written process for the development of documented individual accommodation plans for Employees with disabilities.

If requested, information regarding accessible formats and communications supports provided will also be included in individual accommodation plans.

In addition, the plans will include individualized workplace emergency response information (where required), and will identify any other accommodation that is to be provided.

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Return to Work Process

Domtech will have a documented return to work process for its Employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work.

The return to work process will outline the steps Domtech will take to facilitate the return to work and will include documented individual accommodation plans as part of the process.

This return to work process will not replace or override any other return to work process created by or under any other statute (e.g., the Ontario Workplace Safety Insurance Act, 1997).

Performance Management, Career Development and Advancement & Redeployment

Domtech will take into account the accessibility needs of Employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement to Employees, or when redeploying Employees.

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Revision History:

| Rev. | Date | D/C # | Description of Change |
|-------------|-------------|--------------|------------------------------|
| 0 | Jun 17 2014 | | |
| 1 | Nov 16 2017 | | Various updates |
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