



## MULTI-YEAR ACCESSIBILITY PLAN

### Statement of Commitment

CISION 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.

In 2005, the Ontario Government passed the *Accessibility for Ontarians with Disabilities Act* (AODA). The goal of the AODA is to ensure accessibility in Ontario by 2025. The Integrated Accessibility Standards Regulations (IASR) under the AODA require that effective January 1, 2014, CISION establish, implement and maintain a multi-year accessibility plan which outlines CISION's strategy to prevent and remove barriers for persons with disabilities and to meet its requirements under AODA.

In accordance with the requirements set out in the Integrated Accessibility Standards Regulations, we will:

- Post this plan on our website,
- Provide this plan in an accessible format, upon request, and
- Review and update this plan at least once every five years

### Multi-Year Accessibility Plan

		<b>Actions</b>	<b>Status</b>
<b>General</b>	Accessibility Policy	<ul style="list-style-type: none"><li>• Analysis of all current policies and procedures relating to accessibility</li><li>• Leverage policies already in place along with the IASR and the Ontario Human Rights Code to ensure new policies created are in line with the regulation</li><li>• Publish policy on our website and ensure its availability in an accessible format</li></ul>	Completed – May 2014  Dec 2014
	Develop Multi-Year Accessibility Plan	<ul style="list-style-type: none"><li>• A multi-year accessibility plan was developed</li><li>• Post multi-year accessibility plan on website and provide in an accessible format upon request</li><li>• Review and update the plan at least once every 5 years</li></ul>	Completed – Dec 2014
	Training	<ul style="list-style-type: none"><li>• Determine and ensure that appropriate training on the requirements of the IASR and on the Ontario Human Rights Code as it pertains to persons with disabilities is</li></ul>	Completed for existing employees - May 2014

		<p>provided in alignment with the legislation</p> <ul style="list-style-type: none"> <li>• Ensure training requirement is added to all new hire and onboarding checklists</li> <li>• Keep a record of the dates the training was completed</li> <li>• Ensure training is re-issued in alignment with the legislation and/or our policies should there be changes</li> </ul>	Ongoing for new employees
<b>Information &amp; Communication Standards</b>	Feedback processes	<ul style="list-style-type: none"> <li>• Ensure that the processes for receiving and responding to feedback are accessible and meet the requirements of the IASR</li> </ul>	Jan 2014 and ongoing
	Accessible formats & Communications Support	<ul style="list-style-type: none"> <li>• Upon request, to the extent practicable, provide for provision of accessible formats and communication supports for persons with disabilities</li> <li>• Consult with person making the request for provision of accessible formats and communications supports for persons with disabilities</li> </ul>	Jan 2016 and ongoing
	Emergency procedures, plans or public safety information	<ul style="list-style-type: none"> <li>• Emergency procedures, plans or public safety information, that is publicly available, shall be provided in an accessible format or with appropriate communication supports, upon request as soon as practicable</li> </ul>	Ongoing
	Accessible Websites & Content	<ul style="list-style-type: none"> <li>• Websites and web content published after 2014 to conform to WCAG 2.0 Level A initially and increasing to WCAG 2.0 Level AA by Jan 1, 2021 to the extent practicable other than criteria 1.2.4 (captions) and 1.2.5 (pre-recorded audio descriptions).</li> <li>• Note – All WCAG2.0 requirements only apply to websites, web content and web based applications that an organization can control either directly or through a contractual relationship and where meeting the requirements are technically feasible</li> </ul>	Ongoing
<b>Employment</b>	Recruitment	<ul style="list-style-type: none"> <li>• Review and update existing recruitment policies, procedures and processes</li> <li>• Specify that accommodation is available for applicants with disabilities on all job postings</li> <li>• If selected applicant requests accommodation, consult with the applicant and arrange for provision of suitable accommodation in a manner that takes into account the applicant's accessibility needs due to a disability</li> <li>• For successful applicants, new hire packages will include a copy of the policy on accommodating disabilities</li> </ul>	Jan 2016

	Informing employees of supports	<ul style="list-style-type: none"> <li>• Inform current employees and new hires as soon as practical after they begin employment of policies supporting employees with disabilities</li> <li>• Keep employees up to date on changes to policies/procedures relating to accommodation</li> </ul>	Jan 2016
	Documented individual accommodation plans / return to work process	<ul style="list-style-type: none"> <li>• Review existing policies to include processes CISION will follow to accommodate an employee with a disability and to facilitate an employee's return to work after absenteeism due to disability</li> <li>• Include in the process and plans all of the required elements in accordance with the provisions of the IASR.</li> </ul>	Jan 2016
	Workplace emergency response information	<ul style="list-style-type: none"> <li>• When CISION is made aware of the need for accommodation due to disability, individualized workplace emergency response information will be provided to the employee with the disability as soon as practicable if such information is necessary given the nature of the employee's disability.</li> <li>• If an employee who receives individualized workplace emergency response information requires assistance, with the employee's consent, CISION will provide the workplace emergency response information to the person designated by the organization to provide assistance to the employee</li> </ul>	Ongoing
	Accessible formats and communication supports for employees	<ul style="list-style-type: none"> <li>• When requested by an employee with a disability, employers shall consult with the employee and provide or arrange for the provision of suitable accessible formats and communication supports needed to perform the employee's job</li> </ul>	Jan 2016
	Performance management, career development and redeployment	<ul style="list-style-type: none"> <li>• Review and update existing policies, practices to ensure compliance with IASR</li> <li>• Take the accessibility needs of employees with disabilities and, as applicable, individual accommodation plans, into account as part of performance management processes, when assessing performance, providing career development &amp; advancement opportunities and considering redeployment</li> </ul>	Jan 2016