



Multi-Year Accessibility Plan

Statement of Commitment

SecureKey Technologies Inc. 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

SecureKey Technologies Inc. is committed to providing the 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 when necessary.

Training

SecureKey Technologies Inc. will provide training to employees, volunteers and other staff members 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 other staff members.

SecureKey Technologies Inc. will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws:

- All SecureKey employees, in customer service roles, will be required to complete training for the AODA Integrated Accessibility Standards prior to December 2013
- SecureKey's new hire orientation will be enhanced to include accessibility training for all AODA Standards

Information and communications

SecureKey Technologies Inc. is committed to meeting the communication needs of people with disabilities and ensure that any process for receiving and responding to feedback is accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communication supports.

SecureKey Technologies Inc. will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, upon request. Accessible formats and communication supports shall be provided in a timely manner, taking into account, the person's accessibility needs to determine the suitability of an accessible format or communication support.

SecureKey Technologies is committed to make internet websites and web content shall conform with World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level A initially and Level AA in accordance with the schedule set out in the AODA Integrated Accessibility Standards, to the extent practicable.

Employment

SecureKey Technologies Inc. is committed to fair and accessible employment practices.

We will take the following steps to notify the public and staff that, when requested, SecureKey Technologies Inc. will accommodate people with disabilities during the recruitment and assessment processes and when people are hired:

- Review existing policies and procedures and where necessary, augment processes for people with disabilities
- SecureKey's new hire orientation program includes a section on Accessibility for customer service roles

SecureKey Technologies Inc. will take the following steps to develop 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:

- Review existing policies and procedures and if necessary, augment processes for people with disabilities on the development of accommodation plans and return to work processes

We will take the following steps to ensure the accessibility needs of employees with disabilities needs are taken into account if SecureKey Technologies Inc. is using performance management, career development and redeployment processes:

- SecureKey shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans when providing career development, performance management and when considering redeployment

Design of Public Spaces

SecureKey Technologies Inc. will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces. Public spaces include:

- Outdoor public eating areas like rest stops or picnic areas
- Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals
- Service-related elements like waiting areas

SecureKey Technologies Inc. will put the following procedures in place to prevent service disruptions to its accessible parts of its public spaces.

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

For more information

For more information on this accessibility plan, please contact our Human Resources Department at:

- Phone: 416-477-5625
- Email: hr@securekey.com