

Accessibility Plan and Policies for Evolve Biologics

This accessibility plan through to 2021 outlines the policies and actions that Evolve Biologics will put in place to improve opportunities for people with disabilities.

STATEMENT OF COMMITMENT

Evolve Biologics 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

Evolve Biologics 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

Evolve Biologics 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, volunteers and other staff members.

Evolve Biologics will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessibility laws. Evolve Biologics ensures training is provided to:

- All employees and volunteers, including paid and unpaid positions
- Anyone who is involved in developing Evolve's organization policies, including managers, senior leaders, directors and owners, and;
- Anyone who provides goods, services or facilities on Evolve's behalf, such as facilities management and contact centres

Completion Date: March 31, 2015

INFORMATION AND COMMUNICATION

Evolve Biologics 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. **Evolve Biologics** will take the following steps to make all new websites and content on those sites conform to WCAG 2.0, Level A.

- Run Achecker to identify problems with existing web sites
- Make the existing web sites compatible to WCAG 2.0 Level A
- All new websites or web content will be checked automatically against the Achecker tool
- Run Achecker every six months to ensure compatibility

Evolve Biologics has put into place an accessible feedback process to receive and respond to feedback from customers and members of the public who have a disability. **Evolve Biologics** has made the feedback process available to the public, and is available in accessible formats on request. **Evolve Biologics** has taken the following steps to ensure existing feedback processes are accessible to people with disabilities.

- Create a feedback process to receive and respond to feedback from our employees
- Make the feedback process accessible in multiple formats, such as telephone, email, mail, and in-person

Evolve Biologics will take the following steps to make sure all publicly available information is made accessible upon request:

- Let the public know that we will make information accessible upon request
- Consult with people who request accessible information to figure out how to meet their needs, as soon as possible

Completion Date: 2013, 2014, 2015, 2016

WEBSITE

Evolve Biologics will take the following steps to make all websites and content conform to WCAG 2.0, Level AA by **January 1, 2021**:

- Run Achecker to identify problems with the existing web sites – Completed: Dec 15, 2014
- Make the existing web sites compatible to WCAG 2.0 Level AA – Completed: Mar 31, 2015
- Train internal IT personnel to run conformance checklist every time the web site is refreshed – Completed: May 31, 2015
- All new web site or content will tested against WCAG 2.0 Level AA compatibility checklist – Completed: June 30, 2015
- Run Achecker every six months to ensure compatibility

EMPLOYMENT

Evolve Biologics is committed to fair and accessible employment practices.

We will take the following steps to notify the public and staff that, when requested, **Evolve Biologics** will accommodate people with disabilities during the recruitment and assessment processes and when people are hired.

- Let job applicants know that we will accommodate disabilities during the selection process
- If a job applicant requests accommodation, we will consult with them, and make adjustments that best suit their needs
- Notify successful applicants of our policies for accommodating employees with disabilities

Evolve Biologics 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.

- Develop individual accommodation plans and return-to-work policies for employees that have been absent due to a disability.
- Outline the steps we will take to help our employees return to work when they:
 - Have been absent because of a disability, and;
 - Need some form of disability-related accommodation to return to work

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

- Make performance management accessible by:
 - Reviewing our employees' accommodation plans to understand their needs, and see whether we need to make adjustments to help them succeed
 - Making performance management documents, such as performance plans, available in accessible formats, such as large print, when asked, and;
 - Providing feedback and coaching our employees in a way that is accessible to them, such as using plain language for an employee who has a learning disability
- When we provide career development opportunities, considering what accommodations our employees with disabilities may need to:
 - Learning new skills, or;
 - Taking on more responsibilities in their current position
 - Considering what we could do to help our employees with disabilities succeed in other positions in our organization when they change jobs

Completion Date: January 2016

DESIGN OF PUBLIC SPACES

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

- Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals
- Service-related elements like service counters, fixed queuing lines and waiting areas

Evolve Biologics 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.

Completion Date: 2016

FOR MORE INFORMATION

For more information on this accessibility plan, please contact:

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