INTEGRATED ACCESSIBILITY STANDARDS POLICY

Date Modified: April 2024 Reviewed: April 2024

The following policy has been established by Raise to govern the provision of services with Regulation 191/11, "Integrated Accessibility Standards" ("Regulation") under Federal and Provincial legislation, including but not limited to the Accessible Canada Act & *Accessibility for Ontarians with Disabilities Act, 2005*.

These standards are developed to break down barriers and increase accessibility for persons with disabilities in the areas of information and communications and employment.

Commitment

Raise 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 persons with disabilities in a timely manner and will do so by preventing and removing barriers to accessibility.

Accessibility Plan

Raise will develop, maintain, and document an Accessibility Plan outlining the company's strategy to prevent and remove barriers from its workplace and to improve opportunities for persons with disabilities.

The Accessibility Plan will be reviewed and updated at least once every five years and will be posted on the company's website and be provided to stakeholders upon request.

Training Employees and Volunteers

Raise will ensure that training is provided on the requirements of the accessibility standards referred to in the Regulation and continue to provide training on the Human Rights Code as it pertains to persons with disabilities, to:

- all its employees, contractors and volunteers;
- all persons who participate in developing Raise's policies; and,
- all other persons who provide goods, services or facilities on behalf of the company

Training will be provided upon onboarding for new employees as well as when changes are made to the accessibility policy.

INFORMATION AND COMMUNICATIONS STANDARDS

Feedback

Raise will continue to ensure that its 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.

Corporate Head Office:
610 Chartwell Road, Suite 101
Oakville, ON L6J 4A5 CANADA
905.815.1600
1.800.567.9675
www.raiserecruiting.com
www.raise.jobs

Accessible Formats and Communication Supports

Upon request, Raise will provide, or will arrange for the provision of accessible formats and communication support for persons with disabilities in a timely manner that takes into account the person's accessibility needs due to disability.

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

Accessible Websites and Web Content

Raise will ensure that our Internet websites, including web content, conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level AA except where this is impracticable.

EMPLOYMENT STANDARDS

Recruitment, Assessment or Selection Process

Raise will notify its employees, applicants and the public about the availability of accommodation for applicants with disabilities in its recruitment and selection process through the "*Job Application Accommodations Request Form*".

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

Notice to Employees & Successful Applicants

When making offers of employment, Raise will notify the successful applicant of its policies, including policies related to accommodating employees with disabilities.

Raise will provide all new employees with Raise Policies and update all employees of any updates to policies used to support employees with disabilities, including policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.

Workplace Emergency Response Information

Raise will provide individualized workplace emergency response information to employees who have informed Raise of their disability needs, which may require such. Raise will provide this information as soon as practicable after becoming aware of the need for accommodation and review the workplace emergency response for every workplace relocation the employee may have.

Corporate Head Office:
610 Chartwell Road, Suite 101
Oakville, ON L6J 4A5 CANADA

905.815.1600
1.800.567.9675
www.raiserecruiting.com
www.raise.jobs

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

Documented Individual Accommodation Plans

Raise will maintain confidential documentation for each individual accommodation plan for employees with disabilities.

Return to Work Process

Raise maintains a documented return-to-work process for its employees who have been absent from work due to a disability and who require disability-related accommodation to return to work.

The return-to-work process outlines the steps Raise 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 (ie., the *Workplace Safety Insurance Act, 1997*).

Performance Management, Career Development and Advancement & Redeployment

Raise 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.

Questions about this policy?

This policy has been developed to break down barriers and increase accessibility for persons with disabilities in the areas of information and communications and employment. If anyone has a question about the policy, or if the purpose of a policy is not understood, an explanation will be provided by:

Compliance Officer: compliance@raiserecruiting.com
Support line: 1-800-567-9675 – Request Compliance