

SEGAL LLP
MULTI YEAR ACCESSIBILITY PLAN

ACTIVITY	PLAN	STATUS
Accessibility Policies	<p>Segal LLP (the “Firm”) has developed an Integrated Accessibility Standards Policy and a Customer Service Standards Policy that address the requirements of the AODA and the Integrated Accessibility Standards (“IAS”).</p> <p>The policies are available to the public and will be provided in an accessible format upon request.</p>	Established and ongoing
Multi-Year Accessibility Plan	<p>The Firm has reviewed the requirements of the IAS and has determined how it will meet the requirements while working towards preventing and removing barriers to accessibility. The Firm’s strategy in this regard has been documented in this Multi-Year Accessibility Plan.</p> <p>The Accessibility Plan is posted on the Firm’s website.</p> <p>The Accessibility Plan will be reviewed and updated as often as necessary but at least every 5 years.</p>	Established and ongoing
Training	<p>The Firm has a process to ensure all current and new employees, partners, volunteers and contractors receive training required under the IAS and that records of that training are maintained.</p> <p>Training is conducted using online training modules.</p> <p>The Firm has assessed the different positions within the Company and has determined what training under the IAS is necessary and appropriate for each individual based on his/her particular duties.</p>	Established and Ongoing
Feedback Process	<p>The Firm has processes for soliciting and responding to feedback from clients and employees. These feedback procedures will be made accessible by providing accessible formats and communication supports upon request.</p> <p>Notification of the availability of accessible</p>	Established and Ongoing

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	<p>formats and communication supports in respect of feedback procedures is posted on the Firm's website.</p>	
<p>Accessible Formats and Communication Supports</p>	<p>The Firm will provide information about the services it offers in an accessible format or with a communication support to any person who requests information in this format.</p> <p>The accessible format and communication support will be provided in a timely manner at a cost that is no more than the regular cost charged to other persons.</p> <p>The Firm will consult with the person making the request when determining the suitability of an accessible format or communication support.</p> <p>The Firm notifies the public about the availability of accessible formats and communication supports on its website.</p> <p>All employees, partners, volunteers and contractors are trained on the obligation to provide accessible formats and communication supports and how to do so.</p>	<p>Established and Ongoing</p>
<p>Accessible website and web content</p>	<p>The Firm is committed to ensuring that its website and web content is accessible to people with disabilities.</p> <p>The Firm will follow the Web Content Accessibility Guidelines (WCAG) when a major refresh or redesign is contemplated or before January 1, 2021. By January 1, 2021, the Firm will ensure that its website and web content is accessible in accordance with the requirements of the IAS.</p>	<p>Ongoing</p>
<p>Recruitment, Assessment, Selection and Notification to Successful Candidates</p>	<p>Recruitment - The Firm includes a notification about the availability of accommodation during the recruitment process on its website in the section which provides information about joining</p>	<p>Established and Ongoing</p>

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	<p>the Firm. The Firm also endeavours to include a notification about the availability of accommodation during recruitment in its job postings.</p> <p>Assessment/Selection – Emails to candidates inviting them to interview for positions contain information about the availability of accommodation during the assessment and selection process.</p> <p>Notification to Successful Applicants – Offers of employment include a notification regarding the Firm’s policies for accommodating employees with disabilities.</p>	
Internal Communication	Firm policies, including AODA policies and policies for supporting and accommodating employees with disabilities, are published and updated on the internal intranet. Revisions and updates are communicated to all employees.	Established and Ongoing
Accessible Formats and Communication Supports for Employees	<p>The Firm will provide an employee with accessible formats and communication supports upon request and will consult with the employee to determine how their needs may be met.</p> <p>Managers will be trained on the requirement to provide accessible formats and communication supports to employees upon request as well as the need to consult with the employee to determine how the employee’s needs may be met.</p>	Established and Ongoing
Workplace Emergency Response Information	<p>The Firm notifies employees of the availability of individualized workplace emergency response information for employees with disabilities through a posting on an internal employee bulletin board.</p> <p>The Firm creates custom plans for individuals with disabilities who the Firm is aware would require assistance in the</p>	Established and Ongoing

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	event of an emergency.	
Individual accommodation plans and return to work process	<p>Segal LLP has in place a written process for the development of individual accommodation and return to work plans for employees with disabilities. The process that takes into account all of the elements set out in the IAS.</p> <p>Human Resources (with the support of the appropriate Manager) is responsible for the creation of documented individual accommodation and/or return to work plans as well as the management of the accommodation process generally.</p>	Established and Ongoing
Performance Management, Career Development/Advancement and Redeployment	Managers and Human Resources will receive training on how to take accessibility needs and individual accommodation plans into account when providing career development and advancement opportunities, when engaging in performance management and when redeploying employees.	Established and Ongoing
Maintaining Accessible Elements - Reception Desk	The Firm will ensure that if it ever replaces its reception desk the new desk will comply with applicable accessibility requirements.	Ongoing
Maintenance of Accessible Elements	<p>The Firm will ensure the accessible elements of any future reception desk are properly maintained and in particular, that there is always a clear path available for any person using a mobility aid.</p> <p>However, if an accessible element of a reception desk is not available, the receptionist will come out from behind the desk to provide service to any person who is unable to access the desk without the availability of the accessible elements.</p>	Ongoing