

MULTI-YEAR ACCESSIBILITY PLAN

Initiative	Regulation Description	Multiplex Genomics Action Plan	Status	Compliance Deadline
Establishment of Accessibility Policies	<ul style="list-style-type: none"> - Develop, implement, and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards referred to in the Regulation. - Include a statement of commitment to meet the accessibility needs of persons with disabilities. 	<ul style="list-style-type: none"> - Multiplex Genomics has developed and implemented an Accessibility Policy that includes a statement of commitment specific to the company. This policy is updated and maintained by the Human Resources department. - The Accessibility Policy is posted publicly on our Health & Safety bulletin board. - Upon request, documents will be provided in an accessible format. 	<p>Complete</p> <p>Complete</p> <p>Ongoing</p>	January 1 st , 2014
Accessibility Plans	<ul style="list-style-type: none"> - Establish, implement, maintain, and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under the Regulation. 	<ul style="list-style-type: none"> - A working Multi-Year Accessibility Plan has been developed. - The Multi-Year Accessibility Plan has been posted on the company website. - Plan will be reviewed and updated at least once every five years. 	<p>Complete</p> <p>Complete</p> <p>Ongoing</p>	January 1 st , 2014
Training	<ul style="list-style-type: none"> - Develop and deliver training on the accessibility standards referred to in the Regulation and in the Human Rights Code as it pertains to persons with disabilities. This training will be provided to staff, volunteers, and individuals completing work on behalf of Multiplex Genomics. 	<ul style="list-style-type: none"> - Online training is delivered to staff. All new staff complete training during their first week. Certification/record of completed training is retained in employee personnel files. - If changes are made to our Accessibility Policy or the requirements, additional training will be provided. 	Ongoing	January 1 st , 2015
Feedback, Accessible Formats &	<ul style="list-style-type: none"> - Every organization shall be able to receive and respond to feedback from clients, individuals inquiring about Multiplex Genomics, our employees, 	<ul style="list-style-type: none"> - Multiplex Genomics has a process in place for receiving and responding to feedback and will ensure that this process is provided in accessible 	Complete	Feedback – January 1 st , 2015

Communication Supports	and members of the public in ways that are accessible to persons with disabilities by providing or arranging for accessible formats and communications supports, upon request.	formats and with communication supports upon request. - Multiplex Genomics will consult with the person making the request in determining the suitability of an accessible format or communication support. This will be done in a timely manner and at no additional cost (reasonably).	Ongoing	Accessible Formats & Communication Supports – January 1 st , 2016
Accessible Emergency Information	- If an organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.	- Multiplex Genomics is committed to providing its customers and clients with publicly available emergency information in an accessible way upon request. - Employees will be trained in emergency procedures and designated staff are available to support those who require assistance during emergency situations.	Ongoing	January 1 st , 2012
Website Accessibility	- Large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, initially at Level A and increasing to Level AA.	- Existing website has been assessed for accessibility. - Continuously review WCAG guidelines to be informed of changes and updates required.	Complete Ongoing	January 1 st , 2014 – conformance with Level A January 1 st , 2021 – conformance with Level AA, other than exclusions set out in the IASR.
Recruitment, Assessment & Selection	- Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes. - Notify applicants selected to participate in our selection and	- Accessibility statement posted on our careers page and job postings notifying applicants that reasonable accommodations will be made upon request. - Should an applicant request accommodation, Multiplex Genomics will consult with the individual and adjust to best suit their needs.	Complete Ongoing	January 1 st , 2016

	<p>assessment processes that accommodations are available upon request during the recruitment process.</p> <ul style="list-style-type: none"> - If a selected applicant requests accommodation, consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability. 			
Employee Notification	<ul style="list-style-type: none"> - When making offers of employment, notify the successful applicant of policies for accommodating employees with disabilities. 	<ul style="list-style-type: none"> - Offer letters have been amended to include our commitment to accessibility and accommodation for employees with disabilities. 	Complete	January 1 st , 2016
Informing Employees of Supports	<ul style="list-style-type: none"> - Inform employees of the policies used to support employees with disabilities. - Provide the information required under this section to new employees as soon as practicable after they begin their employment. - Notify employees on updated information whenever there are changes to existing policies on the provision of job accommodations that consider an employee's accessibility needs due to disability. 	<ul style="list-style-type: none"> - Identify best methods for informing employees of commitment to providing accommodation and implement communication. - New employees are notified of the company's accessibility policies as soon as practicable after employment commences, through our orientation process. - Procedure developed for notification to employees of policy changes. 	<p>Ongoing</p> <p>Complete</p> <p>Complete</p>	January 1 st , 2016
Accessible Formats & Communication Supports for Employees	<ul style="list-style-type: none"> - Where an employee with a disability requests it, the company shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports. 	<ul style="list-style-type: none"> - Upon request, Multiplex Genomics will consult with an employee who has a disability to provide or arrange for the provision of accessible formats and communication supports as outlined below: 	Ongoing	January 1 st , 2016



		<ul style="list-style-type: none"> ○ Information that is needed to perform the employee’s job. ○ Information that is generally available to employee in the workplace. 		
Workplace Emergency Response Information	<ul style="list-style-type: none"> - Provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and the company is aware of the need for accommodation due to the employee’s disability. - If an employee who receives individualized workplace emergency response information requires assistance and with the employee’s consent, the company shall provide the workplace emergency response information to the person designated by the company to provide assistance to the employee. - The company shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee’s disability. - Every company shall review the individualized workplace emergency response information: 	<ul style="list-style-type: none"> - As part of the EHS New Hire Checklist for new employees, a personalized plan is developed when required. - Emergency Response Plan indicates that any employee requiring assistance or accommodation of any kind must report if as soon as possible to their manager. - Alternative formats of the Emergency Response Plan will be made available upon request or when becoming aware of the need for an individualized plan. - Multiplex Genomics shall provide and/or review individualized workplace emergency response information for employees who have a disability: <ul style="list-style-type: none"> ○ If the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee’s disability. ○ If the employee who receives individual workplace emergency response information requires assistance and with the employee’s consent, Multiplex Genomics shall provide the workplace emergency information to the designated Fire Wardens to provide assistance to the employee. 	<p>Complete</p> <p>Complete</p> <p>Ongoing</p> <p>Ongoing</p>	January 1 st , 2012

	<ul style="list-style-type: none"> ○ When the employee moves to a different location in the organization. ○ When the employee's overall accommodations needs, or plans are reviewed. ○ When the employer reviews its generally emergency response policies. 	<ul style="list-style-type: none"> ○ As soon as practicable after becoming aware of the need for accommodation due to the employee's disability. ○ When the employee moves to a different location; when overall accommodation needs, or plans are reviewed; and when the employer reviews its general emergency response policies. <p>- Emergency Response Plan to be reviewed annually.</p>	Ongoing	
Documented Individual Accommodation Plans	<p>- The company shall develop and have in place a written process for development of documented individual accommodation plans for employees with disabilities.</p>	<p>- Multiplex Genomics is committed to producing and providing documented individual accommodation plans that include the following:</p> <ul style="list-style-type: none"> ○ The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan. ○ The means by which the employee is assessed on an individual basis. ○ The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to determine if and how accommodation can be achieved. ○ The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in 	Complete	January 1 st , 2016

		<p>the development of the accommodation plan.</p> <ul style="list-style-type: none"> ○ The steps taken to protect the privacy of the employee’s personal information. ○ The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done. ○ If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee. ○ The means of providing the individual accommodation plan in a format that considers the employee’s accessibility needs due to disability. 		
Return to Work Process	<ul style="list-style-type: none"> - Develop and have in place a return to work process for employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work, and shall document the process. - The return to work process shall: <ul style="list-style-type: none"> ○ Outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work. - Use individual documented accommodation plans as described in 	<ul style="list-style-type: none"> - Develop and update process for employees returning to work after a disability-related leave of absence. - Forms and associated process documentation will be reviewed and updated as required. 	Ongoing	January 1 st , 2016

	<p>the Individual Accommodation Plans section, as part of the process.</p> <ul style="list-style-type: none"> - The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute. 			
Performance Management	<ul style="list-style-type: none"> - The performance management process shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employee with disabilities. 	<ul style="list-style-type: none"> - Multiplex Genomics will continuously evaluate the performance management process to identify barriers and will develop processes to ensure such functions are completely accessible. 	Ongoing	January 1 st , 2016
Career Development & Advancement	<ul style="list-style-type: none"> - Career development and advancement processes and procedures shall take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans. 	<ul style="list-style-type: none"> - Multiplex Genomics will continuously evaluate the career development & advancement process to identify barriers and will develop processes to ensure such functions are completely accessible. 	Ongoing	January 1 st , 2016
Redeployment	<ul style="list-style-type: none"> - Redeployment shall take into account the accessibility needs of employees with disabilities as well as individual accommodation plans. 	<ul style="list-style-type: none"> - Multiplex Genomics will incorporate the accessibility needs and accommodation plans of any employee that is being redeployed to an alternate position and/or department. This process will be managed by the Human Resources department; however, each case will be reviewed to determine who needs to be involved and informed of any accessibility plans and requirements. 	Ongoing	January 1 st , 2016