

Multi-Year Accessibility Plan

About Lannick

Founded in 1985, Lannick, a Vaco company (“Lannick”) has grown into the premier professional recruitment and staffing firm in the Great Toronto Area. Lannick includes Lannick Finance & Accounting, Pro Count Staffing, Lannick Technology, and Lannick Project Recruitment, and specializes in providing best-in-class professionals at all levels and roles.

Background

The Accessibility for Ontarians with Disabilities Act (AODA) was adopted in 2005 with a goal of making Ontario completely accessible for individuals with disabilities by 2025. To reach this goal, businesses and organizations that provide goods and services to people in Ontario, are required to meet certain accessibility standards in 5 areas: (1) Customer Service; (2) Information and Communications; (3) Employment; (4) Transportation; and (5) the Design of Public Spaces.

Lannick is committed to eliminating barriers and improving accessibility for persons with disabilities and to providing goods and services in a way that respects the dignity and independence of people with disabilities. In 2012, we implemented an Accessible Customer Service Policy to ensure that people with disabilities are given the same opportunity to access and benefit from our goods and services, in the same place and in a similar way as other customers.

The Integrated Accessibility Standards Regulation (“IASR”) under AODA, which incorporates the remaining 4 accessibility standards, requires us to establish, implement, maintain and document a multi-year accessibility plan which outlines our strategy to prevent and remove barriers for persons with disabilities through the requirements under the IASR.

The following accessibility standards are applicable to Lannick under the IASR:

- General Requirements
- Information and Communications
- Employment

In accordance with the IASR, Lannick will:

- Establish, review and update this Accessibility Plan
- Post this Accessibility Plan on Lannick’s public website at Lannick.com
- Provide this Accessibility Plan in an accessible format, upon request
- Review and update this Accessibility Plan at least once every 5 years

Purpose

The purpose of this Accessibility Plan is to outline Lannick's strategy to prevent and remove barriers to address the current and future requirements set out under the IASR.

INTEGRATED ACCESSIBILITY STANDARDS REGULATION – General Requirements**Training****Commitment:**

We are committed to implementing a process to ensure that all employees, volunteers, third party contractors who provide goods, services and facilities on behalf of Lannick, and persons participating in the development and approval of Lannick's policies, are provided with appropriate training on the requirements of the IASR and on the Ontario Human Rights Code as it pertains to persons with disabilities, and are provided with such training as soon as practicable.

Planned Action:

In addition to the training we provide to our employees under the Accessibility Standard for Customer Service, we will provide training to our employees, volunteers, persons who participate in developing the organization's policies and other staff members who provide goods, services or facilities on behalf of Lannick on the requirements of the Integrated Accessibility Standards Regulation and on the Human Rights Code as it relates to persons with disabilities. Training will be provided in a way that best suits the individual's actual duties.

We will complete the required training of our employees, volunteers, persons who participate in developing the organization's policies and other staff members by January 1, 2015. In order to meet this obligation, we will:

- Develop appropriate training content.
- Deliver training throughout 2014.
- Maintain a record of the training provided, including the dates that the training was provided and the number of individuals to whom it was provided.
- Ensure that training is provided on any changes to the prescribed policies on an ongoing basis.

Information and Communication Standards**Commitment:**

We are committed to making company information and communications accessible to persons with disabilities. We will incorporate new accessibility requirements under the Information and

Communication Standard to ensure that our information and communication systems and platforms are accessible and are provided in accessible formats that meet the needs of persons with disabilities.

Actions Taken:

Emergency Procedure, Plans or Public Safety Information

Effective January 1, 2012, public safety information that is prepared by Lannick and made available to the public will be made available in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

Planned Actions:

Accessible Websites and Web Content

Should we launch a new internet website or significantly refresh an existing internet website on or after January 1, 2014, we will ensure that the website and all content on that website that has been posted since January 1, 2012, conforms to the Web Content Accessibility Guidelines 2.0, Level A.

In order to ensure all of our internet websites, and all content posted on those websites since January 1, 2012, conforms to the WCAG 2.0 Level AA by January 1, 2021 we will:

- Audit all websites and content for Level AA compliance.
- Implement the necessary changes to bring the websites and web content into conformance with applicable Level AA requirements.

Feedback

We will take the following steps to make sure existing feedback processes are accessible to people with disabilities upon request by January 1, 2015:

- We will identify all existing feedback processes and will review those processes for accessibility.
- Should any barriers to accessibility be identified we will take steps to remove those barriers prior to January 1, 2015.

Accessible Formats and Communication Supports

We will ensure that all of our publicly available information is made accessible upon request by January 1, 2016. Where a request for an accessible format or for communication supports is received, we will:

- Consult with the individual making the request to determine their accessibility needs and what would be a suitable format or support.

- Provide the requested information in a timely manner.

Employment Standards

Commitment:

We are committed to fair and accessible employment practices that attract and retain employees with disabilities. This includes providing accessibility across all stages of the employment cycle.

Actions Taken:

The following measures were implemented effective January 1, 2012:

1. Workplace Emergency Response Information

In situations where we are aware that an employee has a disability and that there is a need for accommodation, individualized workplace emergency response information are provided to the employee as soon as practicable if such information is necessary given the nature of the employee's disability. These individualized emergency response plans are:

- Communicated to the employee's respective manager and Safety personnel, where the employee's consent has been obtained, and on an as-needed basis.
- Reviewed and assessed on an ongoing and regular basis to ensure that accessibility issues are addressed.

Planned Action:

The following measures will be implemented effective January 1, 2016:

1. Recruitment General

We will notify employees and the public of the availability of accommodation for applicants with disabilities in the recruitment process. This will include:

- A review and, as necessary, modification of existing recruitment policies, procedures and processes.
- Specifying that accommodation is available for applicants with disabilities on job postings.

1. Recruitment, Assessment and Selection

We will notify job applicants, when they are individually selected to participate in an assessment or selection process that accommodations are available upon request in relation to the materials and processes to be used in the assessment/selection process. This will include:

- A review and, as necessary, modification of existing recruitment policies, procedures and processes.
- If a selected applicant requests an accommodation, consult with the applicant and arrange for provision of suitable accommodations in a manner that takes into account the applicant's accessibility needs.

1. Notice to Successful Applicants

When making offers of employment, we will notify the successful applicant of our policies for accommodating employees with disabilities. This will include:

- A review and, as necessary, modification of existing recruitment policies, procedures and processes.
- Inclusion of notification of Lannick's policy on accommodating employees with disabilities in offer of employment letters.

1. Informing Employees of Supports

We will inform all employees of policies that support employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability. This will include:

- Informing current employees and new hires of Lannick's policies supporting employees with disabilities.
- Providing information under this section as soon as practicable after the new employee begins employment.
- Keeping employees up to date on changes to existing policies on job accommodations with respect to disability.

1. Accessible Formats and Communication Supports for Employees

Where an employee with a disability so requests it, we will provide or arrange for provision of suitable accessible formats and communication supports for:

- Information that is needed in order to perform the employee's job.
- Information that is generally available to employees in the workplace.
- In order to meet this obligation, we will consult with the requesting employee to determine the suitability of an accessible format or communication support.

1. Documented Individual Accommodation Plans/Return to Work Process

Our existing processes include steps that we will take to accommodate an employee with a disability and to facilitate an employee's return to work after absenteeism due to disability.

We will review and assess the existing processes to ensure that they include a method for the development of documented individual accommodation plans for employees with a disability, if such plans are required.

We will ensure that the process for the development of documented individual accommodation plans includes the following elements, in accordance with the provisions of the IASR:

- The manner in which the employee requesting accommodation can participate in the development of the plan.
- The means by which the employee is assessed on an individual basis.
- The manner in which we can request an evaluation by an outside medical or other expert, at Lannick's expense to assist us in determining if and how accommodation can be achieved.
- The steps taken to protect the privacy of the employee's personal information.
- The frequency in which individual accommodation plans will be reviewed and updated and the manner in which this 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 takes into account the employee's accessibility needs due to disability.
- If individual accommodation plans are established, ensure that they include:
 - Individualized workplace emergency response information.
 - Any information regarding accessible formats and communication supports that have been provided for or arranged, in order to provide the employee with:
 - Information that is needed in order to perform the employee's job.
 - Information that is generally available to employees in the workplace.
 - Any other accommodation that is to be provided to the employee.

1. Performance Management, Career Development and Redeployment

We will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans:

- When using our performance management process in respect of employees with disabilities;

- When providing career development and advancement to our employees with disabilities;
- When redeploying employees with disabilities.

In order to meet this obligation, we will review, assess and, as necessary, modify existing policies, procedures and practices to ensure compliance with the IASR.

For more information

For more information on this Accessibility Plan, or for a copy of this plan in an accessible format, please contact Lannick by any of the following means:

By telephone: 416-340-1500

By email: info@lannick.com

By regular mail:

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