

S+C Partners' Multi-Year Accessibility Plan

This 2022-2027 accessibility plan outlines the policies and actions that S+C Partners will put in place to improve opportunities for people with disabilities.

OUR COMMITMENT

S+C Partners is committed to advising our clients, and interacting with team members in a way that respects the dignity and independence of people with disabilities. We are also committed to preventing and removing barriers to accessibility and providing people with disabilities the same opportunity to access, and benefit from, our consultancy services in the same place and in a similar way as other clients and team members.

GENERAL REQUIREMENTS

Accessibility Policy and Multi-Year Accessibility Plan:

Actions Taken:

- S+C Partners' Accessibility Policy and Customer Service Standards were implemented in January 2012 and reviewed most recently in January 2023.
- S+C Partners' Multi-Year Accessibility Plan was created to identify, remove and prevent barriers to accessibility.
- The Accessibility Policy and Plan are posted on S+C Partners' website at www.scpllp.com. Upon request, S+C Partners will provide a copy of the Accessibility Policy and Plan in an accessible format.
- The Multi-Year Accessibility Plan will continue to be reviewed and updated at least once every five years.

Training

S+C Partners has implemented training on the requirements of the accessibility standards referred to in the Regulation and training on the Human Rights Code to all team members, students, interns and others who interact with the public on our behalf, and all those who are involved in the development and approvals of customer service policies, best practices and procedures. The following steps have been taken to ensure compliance.

Actions Taken:

- All S+C Partners team members, students and interns are trained on the requirements of accessibility standards and the Human Rights Code as soon as possible after commencement of employment.
- Records of training are kept and maintained.

INFORMATION AND COMMUNICATION STANDARDS

S+C Partners is committed to meeting the communication needs of people with disabilities.

Feedback

S+C Partners is committed to ensuring all feedback processes across the firm, both internally and externally are accessible to persons with disabilities by providing or arranging for accessible formats and communications supports upon request. The following steps have been taken to ensure compliance by.



Actions Taken:

- Human Resources will accept feedback at 905-821-9215 or by mail to 101 Queen Street South, Mississauga, ON L5M 1K7.
- S+C Partners will provide or arrange for accessible formats and communication supports upon request.
- Accessible formats and communications supports can be requested on S+C Partners' website at <https://www.scpllp.com/en/contact-us>.

Accessible Websites and Web Content

As of January 1, 2014, S+C Partners' new internet websites and web content on sites have conformed with WCAG 2.0 Level A. S+C Partners will ensure that all internet websites and web content will conform with WCAG 2.0 Level AA by January 1, 2024.

Actions Taken:

- A review will be completed of the required changes to be made to the website by January 1, 2024. Update: these updates were performed and completed during the summer of 2023; reported September 26, 2023 as in compliance to AODA.

EMPLOYMENT STANDARDS

S+C Partners aims to provide fair and accessible employment practices to all its prospective and current team members. As a result, we are committed to preventing and removing barriers to accessibility in the workplace and providing everyone, including team members and representatives with disabilities access to the same opportunities.

S+C Partners has ensured that all employment standards have met accessibility requirements by January 1, 2016. We have taken steps to ensure that accessibility is provided in three major areas of employment: Recruitment, Accommodations for Staff and Performance Management, Career Development and Redeployment.

Recruitment

The S+C Partners Human Resources team is committed to notifying its team members and the public about the availability of accommodation for applicants with disabilities in its recruitment process.

Actions Taken:

- Recruitment, assessment and selection processes and procedures have been reviewed and modified to notify team members and the public on the availability of accommodation.
- The Human Resources team will notify job applicants, when they are individually selected to participate further in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used.
- If a selected applicant requests an accommodation, S+C Partners will 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.
- When making offers of employment, S+C Partners will notify the successful applicant of its policies for accommodating team members with disabilities.

Accommodations for Team Members

S+C Partners will ensure to create and follow measures for any team member who requires accommodation as a result of a disability.



Informing Team Members of Supports:

Actions Taken:

- S+C Partners will continue to inform its team members of its policies (and any updates to those policies) used to support team members with disabilities, including policies on the provision of job accommodations that take into account a team member's accessibility needs due to disability. This information will be provided to new team members and representatives as soon as practical after commencing employment.

Accessible Formats and Communication Supports for Team Members:

Actions Taken:

- Upon the request of an team member or representative with a disability, S+C Partners will consult with the team member to provide, or arrange for the provision of accessible formats and communication supports for information that is needed to perform his/her job, and information that is generally available to other team members, including information as it relates to conducting performance management, providing career development and advancement to team members, or when redeploying team members.
- In determining the suitability of an accessible format or communication support, S+C Partners will consult with the team member making the request.

Workplace Emergency Response Information:

Actions Taken:

- New team members can request for accommodation in an event of a workplace emergency when they begin their employment with S+C Partners by informing Human Resources.
- Workplace Emergency Response information is included as part of S+C Partners' fire drill process.
- Individualized workplace emergency response information will be provided to team members who have a disability, if the disability is such that the individualized information is necessary, and if S+C Partners is aware of the need for accommodation due to the team member's disability. S+C Partners will provide this information as soon as practical after becoming aware of the need for accommodation.
- Where the team member requires assistance, S+C Partners will, with the consent of the team member, provide the workplace emergency response information to the person designated by S+C Partners to provide assistance to the team member.
- S+C Partners will review the individualized workplace emergency response information when the team member moves to a different location in the firm and when the team member's overall accommodations needs or plans are reviewed.

Documented Individual Accommodation Plans:

For those team members who require individual accommodation due to a disability, S+C Partners is committed to documenting individual accommodation plans as well as maintaining a written process for the development of accommodation plans. Individual accommodation plans will include individualized



workplace emergency response information (where required), and will identify any other accommodation including accessible formats and communications supports provided.

Actions Taken:

- S+C Partners' individual accommodation process has been developed and implemented.
- Further training to managers and other colleagues responsible for supporting the individual accommodation plan has been developed.

Return to Work Process:

S+C Partners maintains a documented return to work process for its team members who have been absent from work due to a disability and who require disability-related accommodations in order to return to work. The return to work process outlines the steps S+C Partners 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.

Actions Taken:

- S+C Partners' return to work process has been reviewed to ensure accommodation is incorporated in the process.
- Further training to managers and other colleagues responsible for supporting the return to work process has been developed.

Performance Management, Career Development and Redeployment:

Actions Taken:

- Existing performance management, career development and redeployment processes have been reviewed to ensure that accessibility needs of team members are met.
- Further training to managers and other colleagues who are involved in performance management, career development and redeployment processes has been developed to ensure compliance.

DESIGN FOR PUBLIC SPACES STANDARDS

S+C Partners is committed to meeting the accessibility standards for the Design of Public Spaces when building or making major modifications to our head office. S+C Partners will work with its vendors and suppliers to ensure all parties are in compliance with legislative requirements.

Public spaces include:

- Outdoor paths of travel, like sidewalks, ramps, stairs and curb ramps
- Service-related elements like front reception and waiting areas, washrooms and doorways

Actions Taken:

- Outdoor ramp is accessible and appropriate width for use of mobility aids and assistive devices.
- Front reception desk will accommodate mobility aids through counter height and clear floor space.



- Reception area is cane detectable and wide enough for people to use mobility aids and mobility assistive devices to turn with change in direction.
- Doorways and frames are constructed for use of mobility aids and assistive devices.
- Washroom facility on the main floor of the building is accessible for mobility aids and assistive devices.

S+C Partners 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.

FOR MORE INFORMATION

For more information on this accessibility plan or to request for an accessible format of this document, please contact the following:

Human Resources
101 Queen Street South, Mississauga, ON L5M 1K7
Tel: 905-821-9215
Email: hr@scpllp.com