

# INTEGRATED ACCESSIBILITY STANDARDS POLICY

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## OBJECTIVE

This policy is intended to meet the requirements of the *Integrated Accessibility Standards, Ontario Regulation 191/11* for the Information and Communications and Employment Standard set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*. These standards are developed to eliminate barriers and increase accessibility for persons with disabilities in the areas of information and communication and employment.

Ubisoft Toronto is committed to providing any documents required by the Act and its regulations in an accessible format upon request within a reasonable period of time. The choice of format will be determined based on the type of disability.

## GENERAL REQUIREMENTS

### Accessibility Plan

Ubisoft Toronto has established and maintains a Multi-Year Accessibility Plan, outlining its strategy to prevent and remove barriers from the workplace and to meet its requirements under the *Integrated Accessibility Standards Regulation*. Ubisoft Toronto will review and update its accessibility plan once every five (5) years. Accessibility plans will be made available in an accessible format, upon request and will be posted on our website.

### Training

Ubisoft Toronto will provide training regarding the *Integrated Accessibility Standards Regulation* and the *Ontario Human Rights Code* as they pertain to individuals with disabilities to:

- All of its employees as required under the Act
- All individuals responsible for developing Ubisoft Toronto's policies
- All other persons who provide goods, services or facilities on behalf of Ubisoft Toronto

The training will be appropriate to the duties of Ubisoft Toronto's employees or other persons. Training will be provided on an ongoing basis to new employees and as changes to Ubisoft Toronto's accessibility policies occur.

## INFORMATION & COMMUNICATION STANDARDS

### Feedback Process

Ubisoft Toronto will ensure that all feedback processes (both internal and external) are made accessible to persons with disabilities by providing, or arranging the provision of, accessible formats and communication supports upon request.

Feedback and/or other inquiries will be directed to the Human Resources department via [info.to@ubisoft.com](mailto:info.to@ubisoft.com) and will be responded to within 15 days.

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*Ubisoft reserves the right to change this Policy at any time.*

*Last update: July 2017*

### Accessible Formats and Communication Supports

Ubisoft Toronto will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, upon request. Accessible formats and communication supports will be provided in a timely manner, taking into account the person's accessibility needs due to disability and at no additional cost to the individual.

### Accessible Websites and Web Content

Ubisoft Toronto will ensure that our website, and where applicable web content, conforms to the Web Content Accessibility Guidelines (WCAG) as outlined in the *Integrated Accessibility Standards Regulation* and will refer to the legislation for specific compliance deadlines and requirements.

## **EMPLOYMENT STANDARDS**

### Recruitment

Ubisoft Toronto will ensure it notifies its employees and the public about the availability of accommodation for applicants with disabilities during the recruitment process.

### Recruitment, Assessment or Selection Process

Ubisoft Toronto 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 in the job assessment or selection process.

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

### Notice to Successful Applicants

When making offers of employment, Ubisoft Toronto will notify the successful applicant of its policies for accommodating employees with disabilities.

### Informing Employees of Supports

Ubisoft Toronto will continue to inform its employees of its policies (and any updates) 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. This information will be provided to new employees as soon as practicable after commencing employment.

### Accessible Formats and Communication Supports for Employees

Upon the request of an employee with a disability, Ubisoft Toronto will consult with the employee to provide, or arrange for the provision of accessible formats and communication supports for information that is needed to perform the employee's job, and the information that is generally available to all other employees in the workplace.

In determining the suitability of an accessible format or communication support, Ubisoft Toronto will consult with the employee making the request.

### Workplace Emergency Response

Ubisoft Toronto is committed to a safe work environment and will provide an individualized emergency evacuation plan to employees who have a disability. Where the employee requires assistance, Ubisoft Toronto will, with consent of the employee, provide the individualized plan to a person designated to provide assistance. If you require an individualized emergency evacuation plan, please contact [HR Connect](#).

### Documented Individual Accommodation Plans

Ubisoft Toronto will maintain a written process for the development of documented individual accommodation plans for employees with disabilities.

If requested, information regarding accessible formats and communications supports provided will be included in individual accommodation plans.

In addition, the plans will include individualized workplace emergency response information (where required), and will identify any other accommodation that is to be provided.

### Performance Management, Career Development and Advancement & Redeployment

Ubisoft Toronto 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 opportunities to employees, or when redeploying employees.

### Return to Work

Ubisoft Toronto 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 accommodations in order to return to work. The return to work process outlines the steps Ubisoft Toronto will take to facilitate the return to work and will include documented individual accommodation plans as part of the process.

The return to work process will not replace or override any other return to work process created by or under any other statute (such as the *Workplace Safety Insurance Act, 1997*).

### Modifications to this or other policies

Any policy of Ubisoft Toronto that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

If you have any questions or concerns about this policy please contact [info.to@ubisoft.com](mailto:info.to@ubisoft.com).