

VelocityEHS Multi-Year Accessibility Plan

1. Purpose

This Multi-Year Accessibility Plan outlines VelocityEHS's strategy for identifying, preventing and removing barriers for people with disabilities and meeting its obligations under the *Accessibility for Ontarians with Disabilities Act, 2005* ("AODA") and the *Integrated Accessibility Standards Regulation* ("IASR").

This Plan applies to VelocityEHS's Ontario operations. It will be reviewed periodically and updated at least once every five years. The Plan will be made available on VelocityEHS's public website and in an accessible format upon request.

Plan period: 2026–2030

Next comprehensive review: No later than December 31, 2030

2. Statement of Commitment

VelocityEHS is committed to providing an inclusive and accessible environment in which all people are treated with dignity, independence and respect.

VelocityEHS is committed to identifying, preventing and removing accessibility barriers and meeting the accessibility needs of people with disabilities in a timely manner. We will comply with the AODA, the IASR and the applicable requirements of the Ontario *Human Rights Code*.

3. Measures Currently in Place

Accessible Customer Service

VelocityEHS maintains policies and practices intended to provide goods, services and facilities in a manner that respects the dignity and independence of people with disabilities.

VelocityEHS welcomes feedback about how it provides accessible customer service and will provide accessible formats and communication supports for its feedback process upon request.

Training

VelocityEHS provides accessibility training appropriate to the duties of all employees.

Training addresses the applicable requirements of the IASR, accessible customer service and the Ontario *Human Rights Code* as it relates to people with disabilities.

Training is provided as soon as practicable after a person assumes applicable duties, on an annual basis and/or, when changes are made to relevant accessibility policies. VelocityEHS maintains records of the training provided, including the dates on which training occurred and the number of individuals trained. Training content is reviewed annually to ensure compliance.

Accessible Emergency Information

When VelocityEHS prepares emergency procedures, plans or public-safety information and makes that information available to the public, it will provide the information in an accessible format or with appropriate communication supports upon request.

VelocityEHS provides individualized workplace emergency-response information to an employee with a disability when:

- the information is necessary because of the employee's disability; and
- VelocityEHS is aware of the employee's need for accommodation.

The information will be provided as soon as practicable after VelocityEHS becomes aware of the need. Where an employee requires assistance and provides consent, VelocityEHS will provide the relevant emergency-response information to the person designated to assist the employee.

Individualized workplace emergency-response information will be reviewed:

- when the employee moves to another location within the organization;
- when the employee's overall accommodation needs or plans are reviewed; and
- when VelocityEHS reviews its general emergency-response policies.

Recruitment and Employment

VelocityEHS notifies employees and the public that accommodation is available for applicants with disabilities during its recruitment processes.

Applicants selected to participate in an assessment or selection process are informed that accommodation is available upon request. When an accommodation is requested, VelocityEHS will consult with the applicant and provide or arrange for suitable accommodation that considers the applicant's accessibility needs.

Successful applicants are notified of VelocityEHS's policies for accommodating employees with disabilities when an offer of employment is made. Employees are also informed of available accessibility supports when they begin employment and when related policies change.

Accessible Information for Employees

Upon request, VelocityEHS consults with employees with disabilities to provide or arrange for accessible formats and communication supports for:

- information needed to perform their jobs; and
- information that is generally available to employees in the workplace.

Individual Accommodation and Return-to-Work Processes

VelocityEHS will work with employees with disabilities to develop a documented individual accommodation plan.

VelocityEHS also maintains a return-to-work process for employees who have been absent from work because of a disability and require disability-related accommodation to return to work.

Personal and medical information obtained through accommodation and return-to-work processes is handled confidentially and disclosed only as permitted or required by law.

Performance Management, Career Development and Redeployment

VelocityEHS considers the accessibility needs of employees with disabilities, as well as their individual accommodation plans, when:

- conducting performance management;
- providing career development and advancement opportunities; and
- redeploying employees.

Information and Communications

VelocityEHS provides or arranges for accessible formats and communication supports for information under its control upon request, in consultation with the person making the request.

Accessible formats and communication supports will be provided in a timely manner and at no greater cost than the regular cost charged to other people.

VelocityEHS notifies the public about the availability of accessible formats and communication supports.

Websites and Web Content

VelocityEHS will maintain applicable public-facing internet websites and web content in conformity with WCAG 2.0 Level AA, except where an exclusion under the IASR applies.

4. Monitoring Progress

VelocityEHS will monitor progress under this Plan by:

- reviewing accessibility-related questions, requests and feedback;
- tracking required training;
- monitoring accommodation and return-to-work processes while protecting confidentiality;
- reviewing identified digital and physical accessibility barriers; and
- recording completed and outstanding actions under this Plan.

The results of these reviews will inform future updates to the Plan.

5. Feedback and Accessible Formats

Questions and feedback about this Plan or VelocityEHS's accessibility practices are welcome.

This Plan and other publicly available information will be provided in an accessible format or with appropriate communication supports upon request. VelocityEHS will consult with the person making the request to determine a suitable format or support.

Compliance Report available upon request.

Email: hr@ehs.com

Telephone: 1.866.919.7922

Mail: 586 Argus Road, Suite 201, Oakville, ON, L6L 1A6

VelocityEHS will respond to accessibility feedback and requests in a timely manner.