

Accessibility Plan and Policies for March Networks Corporation

This 2014-21 accessibility plan outlines the policies and actions that March Networks will put in place to improve opportunities for people with disabilities.

Statement of Commitment

March Networks is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act (AODA).

Accessible Emergency Information

March Networks is committed to providing the customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

Training

March Networks will provide training to management and employees on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. This training will be provided in a way that best suits the duties of managers and employees. March Networks will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws by January 1, 2015.

- Assess best practices for content and delivery for a company of our size
- Develop/purchase training materials
- Deliver training to all managers/employees by January 1, 2015
- Employees will be trained when changes are made to the accessibility policy, as soon as practicable
- New employees will be trained during orientation

Information and Communications

March Networks is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs. March Networks will take the following steps to make all new websites and content on those sites conform to WCAG2.0, Level A by January 1, 2014.

- Consult with external web services and graphic services providers to ensure understanding and implementation of the required technical standards.
- Conduct an audit performed internally or by external services providers to determine compliance with WCAG 2.0.

March Networks will take the following steps to ensure existing feedback processes are accessible to people with disabilities upon request by January 1, 2015

- Additional content/links have been added to our website to identify multiple ways people can make inquiries/provide feedback (phone, email, online forms, mail)

March Networks will take the following steps to ensure all publicly available information is made accessible upon request by January 1, 2016.

- Determine what accessible formats and communication supports we will provide to persons with disabilities
- Set schedule to complete required improvements by January 1, 2016
- All new public website content being created to meet AODA standards

March Networks will take the following steps to make all websites and content conform with WCAG2.0, Level AA by January 1, 2021.

- Incorporate WCAG2.0 Level AA standards as part of launch of all new websites and content. Expectation is we will recreate our existing public website at least twice between now and 2021.

Employment

March Networks is committed to fair and accessible employment practices. By January 1, 2016 we will take the following steps to notify the public and staff that, when requested, March Networks will accommodate people with disabilities during the recruitment and assessment processes and when people are hired.

- Our career page will be updated with the following statement: "Accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance".
- Our interview confirmation email template will be updated to include: "If you require accommodation during the interview process, please notify me in advance and every effort will be made to accommodate you."
- When making offers of employment, March Networks will notify the successful candidate of its policies for accommodating persons with disabilities.
- March Networks will continue to inform its employees of its policies, and any updates to such policies, 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.

March Networks will take the following steps to develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to disability.

- We will work with our disability benefit providers to document the return to work process for employees on approved Short Term and Long Term Disability Benefits
- Every effort will be made to facilitate the timely return to work of employees by offering modified duties or modified hours as appropriate

We will take the following steps to ensure the accessibility needs of employees with disabilities are taken into account in our performance management process ("PMP").

- We will update our PMP policy to ensure individual accommodation plans or accessibility needs are reviewed when managing employee performance.
- We will ensure that we differentiate between disability related and performance related issues during the performance assessment process

March Networks will take the following steps to prevent and remove other accessibility barriers identified.

- We will review our accessibility policies and continue to follow up with accommodated employees to evaluate and monitor the success and relevance of the accommodation

For More Information

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