

Multi-Year Accessibility Plan

Applied Electronics Limited respects the law and abides by the requirements set forth under the *Accessibility for Ontarians with Disabilities Act ("AODA")*, including the Customer Service Standards Regulation, and the Integrated Accessibility Standards Regulation under the AODA.

The Multi-Year Accessibility Plan (2014-2021) outlines the policies and actions that Applied Electronics Limited will and have put in place to improve opportunities for people with disabilities. This plan aligns with our strategic plan.

Integrated Accessibility Standards Regulation (IASR)

The IASR, under the Accessibility for Ontarians with Disabilities Act establishes accessible standards and introduces requirements for information and Communications, Employment, Transportation and Design of Public Spaces and Customer Service Standards. As stated in Applied Electronics Limited's Statement of Commitment, we are committed to ensuring compliance with the IASR, as applicable.

Accessible Emergency Information & Practices

Applied Electronics Limited is committed to providing employees with disabilities with individualized emergency response information as required.

When it is disclosed that an employee has a requirement that requires special attention during an emergency, a plan will be developed with Human Resources and Management to ensure the safety of that person during an emergency. The plan will be documented and kept in the employee's personnel file.

For the areas within Applied Electronics Limited that are accessible to the public, emergency information is posted.

Training

Applied Electronics Limited is committed to ensuring that all employees receiving training on the IASR and the Ontario Human Rights code as it pertains to persons with disabilities.

Information and Communication Standards

Applied Electronics Limited is committed to ensuring that the appropriate processes of receiving and responding to feedback in relation to the IASR are implemented and are available in accessible formats to persons with disabilities. Applied Electronics will take the necessary steps to make its website and content conform with WCAG 2.0 Level AA by January 1, 2021.

Employment Standards

Applied Electronics Limited is committed to fair and accessible employment standards.

Recruitment

Applied Electronics Limited will take the following steps to notify the public and employees that, when requested, we will accommodate people with disabilities during the recruitment and assessment processes and when people are hired:

- Include information about accommodations for applicants with disabilities in the job posting.
- Inform those candidates who are invited to participate in interviews that they can request accommodation for disabilities.
- Notify successful applicants of our policies for accommodating employees with disabilities as part of their orientation.
- Keep interview formats flexible so that applicants of all abilities can participate.

Documented Individual Accommodation Plans

In the event that an employee is absent from work due to a disability, Applied Electronics Limited shall ensure that a Return to Work plan is implemented to accommodate the employee. The plan will be documented and kept in the employee's personnel file.

Performance Management, Career Development & Redeployment

Applied Electronics Limited is committed to ensuring that the needs of its employees with disabilities are addressed in any performance management, career development or redeployment processes and will prevent and remove other accessibility barriers identified.

Design of Public Spaces

Applied Electronics Limited is committed to ensuring that all construction projects at our facilities are AODA compliant.

Applied Electronics Limited has very few public areas, but will ensure that the front lobby and visitors areas are accessible when renovations are initiated in those areas.

Applied Electronics Limited welcomes your feedback and comments on our Accessibility Policies, please contact us at hr@appliedelectronics.com.

This document and all other documents are available upon request. All documents are available in an alternate format, upon request.