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TEI-CAN	HR	POL	0013	0	0

**Multi-Year Accessibility Plan**

## Policy

### Multi-Year Accessibility Plan

**TEI-CAN-HR-POL-003**

Prepared by: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

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## 1.0 Our Commitment

Terrestrial Energy Inc. (TEI) strives to meet the needs of its employees, contractors, third parties, and customers with disabilities and is working hard to remove and prevent barriers to accessibility.

We are committed to fulfilling our requirements under the Accessibility for Ontarians with Disabilities Act (AODA). The integrated Accessibility Standards Regulation (IASR) under the AODA require that Terrestrial Energy Inc. (TEI) establish, implement, maintain and document its accessibility policies and multi-year accessibility plan (the “Accessibility Plan”). The Multi-Year Accessibility Plan outlines TEI’s strategies to prevent and remove barriers for persons with disabilities and meet our requirements under the IASR and AODA.

Our plan shows how TEI will play its role in making Ontario an accessible province for all Ontarians.

All AODA policies and plans will be reviewed and updated at least once every five (5) years and will be made available to any person who requests one. The Company will also provide a copy of our AODA accessibility plans and policies in an accessible format upon request.

Questions or concerns regarding TEI’s Accessibility Policy and Multi-Year Accessibility Plan are to be directed to the Human Resources Department or submitted via the company’s AODA Feedback Process. We encourage any individual interested in providing feedback to do so by any of the following means:

In Person	Our address is <b>2275 Upper Middle Rd. E, Suite 201, Oakville, ON</b> . Please drop off your concerns via letter or speak to a member of our HR Department.
In writing	Please mail requests/concerns to: <b>2275 Upper Middle Rd. E, Suite 201, Oakville, ON, L6H 0C3</b>
Via telephone	1-844-811-4677 or 905-766-3770
By E-mail	Please E-mail your requests/concerns to <a href="mailto:AODA@terrestrialenergy.com">AODA@terrestrialenergy.com</a> Attention: HR Manager

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## 2.0 Customer Service

Accessibility Requirements	Status	Compliance Deadline	Responsibility
<p><i>Accessible Customer Service Policy – Action Plan</i></p> <ol style="list-style-type: none"> <li>TEI has developed and implemented an Accessible Customer Service Policy addressing all requirements under the regulation. This is maintained by the HR Department.</li> <li>TEI has partnered with HRDownloads to deliver training to all staff, contractors and individuals completing work on behalf of TEI. Records of this training is maintained within HRDownloads' online portal.</li> <li>TEI has developed and make public a process for receiving and responding to feedback from customers/public with disabilities. The feedback process is accessible via an AODA specific company mailbox and telephone number.</li> </ol> <p><i>Alternative formats of the AODA Customer Service Training are available upon to request.</i></p>	Completed/ Ongoing	January 1, 2012*	<ul style="list-style-type: none"> <li>Human Resources (HR)</li> <li>Department Managers</li> </ul>
Part 1 – General Requirements	Status	Compliance Deadline	Responsibility
<p><i>Accessibility Policies – Action Plan</i></p> <ol style="list-style-type: none"> <li>TEI has created and made public a statement of commitment. The statement of commitment is located on the company's website and in the reception area of our office.</li> <li>TEI's policies and procedures have been reviewed to identify current and future barriers to accessibility. Identified barriers have been addressed and policies amended.</li> </ol>	Completed/ Ongoing	January 1, 2014*	<ul style="list-style-type: none"> <li>Human Resources (HR)</li> </ul>

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Our AODA related policies have been shared with employees and posted on our website and Intranet site.			
<p><i>Multi-Year Accessibility Plan</i></p> <ol style="list-style-type: none"> <li>All applicable IASR requirements have been reviewed to develop a living Accessibility Plan. Roles of all internal stakeholders have been reviewed to determine how each will be affected by requirements. The Accessibility Plan has been created to include training, procedures and policy development to ensure the identification and removal of barriers. The plan has been approved and is available to the public.</li> <li>Requests for accessible formats of this document will be forwarded to the HR Coordinator who will work with the individual to determine the most suitable format.</li> <li>This plan will be amended as required and will be reviewed fully by January 1, 2022 and every five (5) years thereafter.</li> </ol>	Completed/ Ongoing	January 1, 2014*	<ul style="list-style-type: none"> <li>Human Resources (HR)</li> </ul>
<p><i>Training</i></p> <ol style="list-style-type: none"> <li>Training* for new employees will be delivered via two (2) online training modules covering all applicable content as required under the IASR:             <ol style="list-style-type: none"> <li>Integrated Accessibility Standards -Information/Communication and Employment; and</li> <li>Understanding Human Rights Training (AODA edition).</li> </ol> </li> <li>In addition, all current employees will complete the IASR and Human Rights Code training via HRDownloads.</li> <li>All contract positions will also be required to complete the above training as part of their orientation</li> </ol>	Completed/ Ongoing	January 1, 2014*	<ul style="list-style-type: none"> <li>Human Resources (HR)</li> </ul>

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<p>with the company. The HR Manager will be responsible for assigning online training and tracking for completion via HRDownloads.</p> <p>4. Certification/record of completed training will be retained via the company's online training portal.</p>			
<b>Part 2 – Information and Communication Standard</b>	<b>Status</b>	<b>Compliance Deadline</b>	<b>Responsibility</b>
<p><i>Accessible Websites and Web Content</i></p> <p>1. To date, TEI's public website and its content meet all requirements under the WCAG 2.0 level A.</p>	Completed	January 1, 2015*	<ul style="list-style-type: none"> <li>Office Manager</li> </ul>
<p><i>Feedback</i></p> <p>1. Currently, TEI can facilitate requests via the phone, E-mail and mail (enlarged text available).</p> <p>2. As feedback may be received by various departments and personnel at TEI, including reception; training on how to receive and respond to accessible feedback will be provided based on the different positions within the company.</p> <p>3. Receiving and responding to feedback will be included in all new hire orientations where the position frequently receives and responds to requests.</p> <p>4. All other employees will be notified as to the internal party to whom they should direct any accessible feedback requests.</p>	Completed	January 1, 2015*	<ul style="list-style-type: none"> <li>Human Resources</li> <li>Office Manager</li> </ul>
<p><i>Accessible Formats and Communication Supports</i></p> <p>1. Upon request, TEI will provide accessible formats and</p>	Ongoing	January 1, 2016*	<ul style="list-style-type: none"> <li>Human Resources</li> <li>Department Managers</li> <li>Office Managers</li> </ul>

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<p>communication supports to individuals with disabilities.</p> <p>2. TEI will notify the public of the availability of accessible formats and communication supports.</p> <p>3. Where a communication support or accessible format cannot be provided immediately, consult with the client to arrange for a suitable format as soon as possible.</p>			
<b>Part 3 – Employment Standard</b>	<b>Status</b>	<b>Compliance Deadline</b>	<b>Responsibility</b>
<p><i>Workplace Emergency Response Information</i></p> <p>1. Recognizing that most disabilities are invisible or episodic and therefore not readily apparent, the New Hire Contact/Emergency Information Form has been amended to allow employees to identify emergency planning requirements.</p> <p>2. The process for providing emergency information includes alternative formats and will be completed in a timely manner upon receipt of the request or becoming aware of the need for an individualized plan.</p> <p>3. The process/policy used by the HR department to develop an individualized emergency response plan includes the requirement that consent is obtained from the requesting employee to disclose the contents of the plan to the individual required to provide assistance when responding to the emergency or evacuation. The process for obtaining consent also includes obtaining the acknowledgement of the employee designated to provide the assistance that the confidentiality of the individualized plan will be maintained,</p>	Ongoing (based on employee needs)	January 1, 2012*	<ul style="list-style-type: none"> <li>• Human Resources</li> <li>• Department Managers</li> <li>• JHSC</li> </ul>

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<p>unless the health and safety of either party is potentially compromised.</p> <p>4. Individualized emergency plans include the requirement that the plan be reviewed:</p> <p>5. If the employee moves to another location within the office that would affect that person's ability to respond to the emergency or evacuation (the ability of the individual designated to provide assistance, where needed, will also be considered);</p> <p>6. On a recurring timeline, to be established during the creation of the individualized emergency response plan. Factors that are taken into consideration when developing the recurring timeline (i.e. once every six (6) months, annually, etc.) include the nature and severity of the disability as well as its classification of permanent or temporary. A review of the plan will also be initiated if requested by the employee; and</p> <p>7. When the company amends its emergency response and/or evacuation procedures.</p>			
<p><i>Documented Individual Accommodations Plans</i></p> <p>1. TEI will develop and implement a written process for the development of documented individual accommodation plans for employees with disabilities.</p> <p>2. The accommodation plan will also include an emergency response/evacuation plan if required by the employee.</p>	Ongoing	January 1, 2016*	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>
<p><i>Recruitment, Assessment and Selection</i></p> <p>1. TEI has an accessibility statement posted on all job postings notifying applicants that reasonable accommodations will be made upon</p>	Ongoing	January 1, 2015*	<ul style="list-style-type: none"> <li>Human Resources</li> <li>Department Managers</li> </ul>

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<p>request to ensure that individuals with disabilities are able to fully participate in our recruitment efforts.</p> <p>2. Successful applicants will be informed of the availability of accommodations related to TEI's selection/assessment process upon initial contact from the hiring manager or HR Manager;</p> <p>a. All assessment methods utilized by the company will be reviewed and alternates developed to facilitate accessibility requests;</p> <p>b. When updating or amending assessment/selection methods, an assessment will be conducted to identify potential barriers and alternative/accessible formats will be developed; and</p> <p>c. Any accommodation request pertaining to the company's selection/assessment methods that cannot be met with current alternate formats will be forwarded to the HR Manager who will work with the individual to develop an acceptable alternative.</p> <p>3. All successful applicants/new hires will be notified of the company's policies for accommodating employees with disabilities through training/new hire orientation.</p>			
<p><i>Accessible Formats and Communication Supports for Employees</i></p> <p>1. Where an employee with a disability requests it, work with that individual to provide or arrange for the provision of accessible formats and communication supports for:</p> <p>a. Information that is needed in order to perform the employee's job; and</p> <p>b. Information that is generally available to employees in the workplace.</p>	Ongoing	January 1, 2016*	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>

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<p>2. Upon receiving a request, the HR department will work with the employee and any individuals responsible for providing the information (for example, employee's manager, supervisor, etc..) to deliver a suitable accessible format or communication support. Prior to involving the employee's supervisor, manager or team lead, consent will be obtained by the employee.</p>			
<p><i>Information for Employees</i></p> <p>1. TEI will communicate all company policies on accommodating employees with disabilities to all staff members via new hire orientation, departmental meetings and/or E-mail.</p> <p>2. Any policy changes will be communicated via E-mail and/or group information sessions.</p>	Ongoing	January 1, 2016*	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>
<p><i>Processes to Accommodate Employees/Return to Work Process</i></p> <p>1. TEI will create a process to develop accommodation plans and return to work plans for employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.</p> <p>a. TEI will assess IASR requirements when addressing accommodation plans.</p>	Ongoing	January 1, 2016*	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>
<p><i>Accessible Performance Management, Career Development &amp; Job Changes</i></p> <p>1. TEI will evaluate current performance management and career development processes to identify barriers and develop processes to ensure that such functions are completely accessible.</p>	Ongoing	January 1, 2016*	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>
<p><i>Redeployment</i></p>	Ongoing	January 1, 2016*	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>

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<p>1. As part of the redeployment process, TEI will incorporate the accessibility needs and accommodation plans of any employee that is being redeployed to an alternate position and/or department. The HR department will oversee the redeployment process; however, new and/or amended reporting hierarchies will be reviewed to determine who is to be involved with and informed of any accessibility plans and requirements.</p>			
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**Initial Issue**

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0	Initial Draft	TBD	TBD	TBD	TBD

**Revision History**

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	TBD	TBD	TBD	TBD	BD