



Multi-Year Accessibility Plan

This accessibility plan outlines the actions that Koss Aerospace will put into place to improve opportunities for people with disabilities.

Statement of Commitment

Koss Aerospace 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 Disabilities Act.

Accessible Emergency Information

Koss Aerospace is committed to providing 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

Koss Aerospace will provide training to employees, volunteers, and other staff members on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees, volunteers, and other staff members.

Koss Aerospace will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws by January 1, 2015.

- ❖ All employees will complete eLearning via the OHRC website - Working Together: The Code and AODA (video).
- ❖ All employees will complete a quiz comprised of questions based on the video, in-house training, and Koss Aerospace's Policy and Procedures.
- ❖ New employees will be trained during their New Hire Orientation

Information and Communications

Koss Aerospace 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.

Koss Aerospace will take the following steps to ensure to make all new websites and content to those sites conform to WCAG 2.0, Level A by January 1, 2014:

- ❖ If a new public website is launched or if our current website undergoes a significant refresh, the site and any of its web content will conform to the WCAG 2.0 Level A requirements.



Koss Aerospace will take the following steps to make sure existing feedback processes are accessible to people with disabilities upon request by January 1, 2015:

- ❖ Koss Aerospace will create dedicated feedback forms to aid in the feedback process.
- ❖ Koss Aerospace will ensure that the form is readily available in alternative formats upon request
- ❖ Koss Aerospace will create and follow a Customer Feedback Process, ensuring that all feedback will be responded to in the appropriate manner.

Koss Aerospace will take the following steps to make sure that all publicly available information is made available upon request by January, 2016:

- ❖ By having all information readily available upon request.

Koss Aerospace will take the following steps to make all websites and content conform to WCAG 2.0, Level AA by January 1, 2021:

- ❖ All content posted after January 1, 2012 will be modified to meet the requirements of WCAG 2.0, Level AA. To ensure compliance, content will be reviewed by experts in the field.

Employment

Koss Aerospace is committed to fair and accessible employment practices.

We will take the following steps to notify the public and staff that, when requested, Koss Aerospace will accommodate people with disabilities during the recruitment and assessment processes and when people are hired by January 1, 2016:

- ❖ Notify candidates about the availability for accommodation during recruitment via a note on the job posting
- ❖ Provide assessment and selection material in accessible format upon request
- ❖ Notify and train successful candidates of the policies for accommodation of employees with disabilities

Koss Aerospace 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 a disability:

- ❖ Develop a written process for the development of accommodation plans
- ❖ Develop a written process for identifying the needs of the employee and how they can be accommodated.
- ❖ Involve the employee, management/supervisor, and Human Resources to work together to develop a plan to best accommodate the employee based on those needs.

We will take the following steps to ensure the accessibility needs of employees with disabilities needs are taken into account if Koss Aerospace is using performance management and career development process:



- ❖ By ensuring that their managers are aware of their individual needs and how those needs will relate to their day to day work activities
- ❖ Ensure that all documentation is available in alternative format upon request

Koss Aerospace will take the following steps to prevent and remove other accessibility barriers identified:

- ❖ Continue to provide training in regard to expectations of compliance for all individuals involved (employees, volunteers, etc.) and to provide training to remove attitudinal barriers.
- ❖ Should any modifications be made to the facility, accessibility will be a factored into the planning and design.

Koss Aerospace will put the following procedures in place to prevent service disruptions to its accessible parts of its public spaces:

- ❖ In the event of a service disruption, we will notify the public of the service disruption and alternative available.

For more information on this accessibility plan, please contact Human Resources at:

- ❖ (905) 364-5000
- ❖ hr@kossaerospace.com

Accessible formats of this document are available free upon request from:

Human Resources
(905) 364-5000
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