

COMPUGEN INC. MULTI-YEAR ACCESSIBILITY PLAN

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005

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MULTI-YEAR ACCESSIBILITY PLAN

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005

Part I – GENERAL REQUIREMENTS

Section	Initiative	Description	Action	Status	Compliance Date
3	Establishment of Accessibility Policies	3. (1) Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards referred to in this Regulation.	Policy has been developed, implemented and is being maintained.	Completed	January 1, 2014
4	Accessibility Plans	<p>4. (1) Large organizations shall,</p> <p>a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers and meet its requirements under this Regulation;</p> <p>b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and</p> <p>c) review and update the accessibility plan at least once every five years.</p>	<p>Multi-year plan has been developed and implemented and is currently being maintained.</p> <p>Posted.</p> <p>Next review: January 1, 2024</p>	Completed	January 1, 2014

Section	Initiative	Description	Action	Status	Compliance Date
6	Self-Serve Kiosks	6. (2) Large organizations and small organizations shall have regard to the accessibility for persons with disabilities when designing, procuring or acquiring self-service kiosks.	N/A	N/A	January 1, 2014
7	Training	7. (1) Every obligated organization shall ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities to, (a) all employees, and volunteers; (b) all persons who participate in developing the organization's policies; and (c) all other persons who provide goods, services or facilities on behalf of the organization.	All Ontario staff have been provided training. New hires are trained as part of on-boarding process.	Completed	January 1, 2015

PART II – INFORMATION AND COMMUNICATIONS STANDARDS

Section	Initiative	Description	Action	Status	Compliance Date
11	Feedback	11. (1) Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for accessible formats and communications supports, upon request.	Feedback process is contained in the Policy.	Completed	January 1, 2015
12	Accessible Formats & Communication Supports	12. (1) Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, a) in a timely manner that takes into account the person's accessibility needs due to disability; and b) at a cost that is no more than the regular cost charged to other persons.	Alternate formats are available upon request.	Completed	January 1, 2016
12	Applies to Internal/External communication	12. (2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	Conduct a follow-up review with Marketing, Facilities and IT to ensure on-going awareness of accessible formats and communication supports.	Completed	January 1, 2016
12		12. (3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	Posted on website.	Completed	January 1, 2016
13	Emergency Procedures,	13. (1) In addition to its obligations under section 12, if an obligated organization prepares emergency		Completed	January 1, 2012

Section	Initiative	Description	Action	Status	Compliance Date
15	Educational & Training Resources & Materials	<p>15. (1) Every obligated organization that is an educational or training institution shall do the following, if notification of need is given:</p> <ol style="list-style-type: none"> 1. Provide educational or training resources or materials in an accessible format that takes into account the accessibility needs due to a disability of the person with a disability to whom the material is to be provided by, <ol style="list-style-type: none"> i. procuring through purchase or obtaining by other means an accessible or conversion ready electronic format of educational or training resources or materials, where available, or ii. arranging for the provision of a comparable resource in an accessible or conversion ready electronic format, if educational or training resources or materials cannot be procured, obtained by other means or converted into an accessible format. 2. Provide student records and information on program requirements, availability and descriptions in an accessible format to persons with disabilities. 	N/A	N/A	January 1, 2013
16	Training to Educators	<p>16. (1) In addition to the requirements under section 7, obligated organizations that are school boards or educational or training institutions shall provide educators with accessibility awareness training related</p>	N/A	N/A	January 1, 2013

Section	Initiative	Description	Action	Status	Compliance Date
		to accessible program or course delivery and instruction.			
16		16. (2) Obligated organizations that are school boards or educational or training institutions shall keep a record of the training provided under this section, including the dates on which the training is provided and the number of individuals to whom it is provided.			January 1, 2013
17	Producers of Educational or Training Material	17. (1) Every obligated organization that is a producer of educational or training textbooks for educational or training institutions shall upon request, make accessible or conversion ready versions of the textbooks available to the institutions.	N/A	N/A	January 1, 2015 For accessible or conversion ready versions of textbooks
17		17. (2) Every obligated organization that is a producer of print-based educational or training supplementary learning resources for educational or training institutions shall upon request, make accessible or conversion ready versions of the printed materials available to the institutions.	N/A	N/A	January 1, 2020 For accessible or conversion ready versions of printed materials that are educational or training supplementary learning resources.
18	Libraries of educational & training institutions	18. (1) Subject to subsection (2) and where available, the libraries of educational and training institutions that are obligated organizations shall provide, procure or acquire by other means an accessible or conversion	N/A	N/A	January 1, 2015 For print-based resources or materials

Section	Initiative	Description	Action	Status	Compliance Date
		<p>ready format of print, digital or multimedia resources or materials for a person with a disability, upon request.</p> <p>18. (2) Special collections, archival materials, rare books and donations are exempt from the requirements of subsection (1).</p>			<p>January 1, 2020 For digital or multimedia resources or materials</p>

PART III – EMPLOYMENT STANDARD

Section	Initiative	Description	Action	Status	Compliance Date
22	Recruitment – General	22. Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	Posted on Careers site.	Completed	January 1, 2016
23	Recruitment, Assessment or Selection Process	23. (1) During a recruitment process, an employer shall notify job applicants, when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used. 23. (2) If a selected applicant requests an accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.	Candidates are notified during the recruitment process.	Completed	January 1, 2016
24	Notice to Successful Applicants	24. Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	Added to all Offer Letter Templates.	Completed	January 1, 2016
25	Informing Employees of Supports	25. (1) Every employer shall inform its employees of its policies used to support its employees with disabilities, including, but not limited to, policies on	Compugen has an Accommodation Policy that was previously announced	Completed	January 1, 2016

Section	Initiative	Description	Action	Status	Compliance Date
		the provision of job accommodations that take into account an employee's accessibility needs due to disability.	and new staff are made aware of it in the new hire Orientation.		
25		25. (2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	This information is provided in new hire Orientations.	Completed	January 1, 2016
25		25. (3) Employers shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	On-going.	Completed	January 1, 2016
26	Accessible Formats & Communication Supports for Employees	<p>26. (1) In addition to its obligations under section 12, where an employee with a disability so requests it, every employer shall consult with the employee 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>	This is done on an on-going basis in line with Compugen's Accommodation Procedures, based on individual needs.	Completed	January 1, 2016

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26		26. (2) The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	This is done on an on-going basis in line with Compugen's Accommodation Procedures, based on individual needs.	Completed	January 1, 2016
27	Workplace Emergency Response Information	27. (1) Every employer shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability.	Process and Form completed.	Completed	January 1, 2012
27		27. (2) If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.		Completed	January 1, 2012
27		27. (3) Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability.		Completed	January 1, 2012
27		27. (4) Every employer shall review the individualized workplace emergency response information, (a) when the employee moves to a different location in the organization;		Completed	January 1, 2012

Section	Initiative	Description	Action	Status	Compliance Date
		(b) when the employee's overall accommodations needs or plans are reviewed; and (c) when the employer reviews its general emergency response policies.			
28	Documented Individual Accommodation Plans	28. (1) Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.	Process documented.	Completed	January 1, 2016
28		28. (2) The process for the development of documented individual accommodation plans shall include the following elements: 1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan. 2. The means by which the employee is assessed on an individual basis. 3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to determine if and how accommodation can be achieved. 4. The manner in which the employee can request the participation of a representative from their	Process and Individual Accommodation Forms have been developed.	Completed	January 1, 2016

Section	Initiative	Description	Action	Status	Compliance Date
		<p>bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan.</p> <p>5. The steps taken to protect the privacy of the employee's personal.</p> <p>6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.</p> <p>7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.</p> <p>8. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.</p>			
29	Return to Work Process	<p>29. (1) Every employer, other than an employer that is a small organization,</p> <p>(a) shall develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work; and</p>	Return to Work Process has been reviewed and is compliant.	Completed	January 1, 2016

Section	Initiative	Description	Action	Status	Compliance Date
		(b) shall document the process.			
29		29. (2) The return to work process shall, (a) outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and (b) use individual documented accommodation plans, as described in section 28, as part of the process.	Procedure has been reviewed and is compliant.	Completed	January 1, 2016
29		29. (3) The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.		Completed	January 1, 2016
30	Performance Management	30. (1) An employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.	Ensure Performance Management documentation and process covers this requirement.	Completed	January 1, 2016
31	Career Development & Advancement	31. (1) An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career	Ensure Managers and HR are trained on this requirement and it is considered when mapping out individual career plans.	Completed	January 1, 2016

Section	Initiative	Description	Action	Status	Compliance Date
		development and advancement to its employees with disabilities.			
32	Redeployment	32. (1) An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.		Completed	January 1, 2016

REVISION HISTORY

Posting Date: 16 January 2015

Revised: 26 October 2015

Revised: 25 April 2016

Revised: 29 March 2019

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