

ACCESSIBILITY POLICY

STATEMENT OF COMMITMENT

Logan Katz LLP is committed to providing a barrier-free environment and to meeting the accessibility needs of persons with disabilities in a timely manner. As a Firm, we recognize our responsibility to ensure a safe, dignified and welcoming environment for everyone, including our clients, customers, job applicants, employees, suppliers and visitors who enter our offices, use our services, or access our information.

Logan Katz is committed to ensuring its compliance by incorporating accessibility legislation into our training programs, requirements, policies, procedures, equipment and best practices. These policies and practices will be reviewed on an annual basis, in anticipation of compliance deadlines, and as organizational changes take place.

This Accessibility Policy adheres to the objectives outlined in the Accessibility for Ontarians with Disabilities Act, 2005 and its associated regulations and standards, as applicable to Logan Katz. This policy provides guidelines to ensure people with disabilities are treated in a manner that accommodates disability-related needs and reflects the principles of independence, dignity, integration and equality of opportunity.

APPLICATION

This Accessibility Policy applies to all employees, contractors, volunteers, partners and agents of Logan Katz, as well as any visitors to Logan Katz' premises, including clients, customers, and other third parties. The Policy applies to employment with Logan Katz and to all services that Logan Katz provides to the public.

NOTICE OF TEMPORARY DISRUPTION

In the event of a planned or unexpected disruption to a particular facility or service used to allow a person with a disability to access or use Logan Katz's goods or services (i.e., a temporary disruption in the telephone system), we will give notice as soon as practicable in the circumstances of the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if any, that are available.

A notice of a temporary disruption to a particular facility or service will be made by placing a notice in a conspicuous place on the premises of the affected building, and/or by other reasonable methods in the circumstances (i.e., the Logan Katz website).



ACCESSIBLE EMERGENCY INFORMATION

Logan Katz is committed to providing its customers and clients with publicly available emergency information in an accessible and timely way upon request. When necessary, Logan Katz will provide accessible and customized emergency information to employees when requested.

DEFINITIONS

Assistive Device: Any auxiliary aid, such as communication aid, cognition aid, personal mobility aid and medical aid designed or adapted to assist people with disabilities to perform actions, tasks and activities.

Disability: As defined by the Accessibility for Ontarians with Disabilities Act, 2005, and the Ontario Human Rights Code, refers to:

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- a condition of mental impairment or a developmental disability;
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- a mental disorder; or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

Guide dog:

- A dog trained as a guide dog for a person who is blind.

Service Animal:

- any animal that is used by a person with a disability for reasons relating to their disability; or
- if it is not readily apparent that the animal satisfies (a), any animal for which a person with a disability provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to their disability.

Support Person: Any person, whether a paid professional, volunteer, family member, friend or otherwise, who accompanies a person with a disability in order to assist the person with a disability with communication, mobility, personal care, medical needs or accessing goods or services.



COMMUNICATION

We will strive to accommodate the needs of people with disabilities by making best efforts to communicate in the format that is most suitable for each individual.

When a Logan Katz employee interacts with customers, clients or other third parties on behalf of Logan Katz, they will communicate sensitively and take into account the person's disability, if any. If they are unsure of the best approach for communicating with a person with a disability, they are encouraged to ask the person politely and not assume how they can best communicate with the person.

THE PROVISION OF GOODS AND SERVICES TO PERSONS WITH DISABILITIES

Logan Katz will make every reasonable effort to ensure that its policies, procedures and practices are consistent with the principles of equal opportunity, independence, dignity and integration by:

- Ensuring all customers and clients have the same opportunity to receive the same value and quality of goods and services;
- Allowing customers/clients with disabilities to do things at their own pace, in their own way when accessing goods and services, so long as this does not present a health and safety risk;
- Using alternative methods to ensure that customers/clients with disabilities have access to the same services, in the same place and in a similar manner when possible;
- Considering individual accommodation requirements when providing goods and services; and
- Communicating in a manner that considers the customer/client's disability.

ASSISTIVE DEVICES

Logan Katz is committed to serving people with disabilities who use assistive devices to obtain, use or benefit from our services. Persons with disabilities may use their own assistive devices as required when accessing goods or services provided by our Firm.

We will strive to accommodate people with disabilities who use assistive devices and to offer alternative service methods to ensure equal access to our services.

We will ensure that our employees are trained and familiar with various assistive devices that may be used by people with disabilities while accessing our services.



If an assistive device presents a health or safety concern due to the device not fitting or working on our premises or where accessibility might be an issue due to a fitting or working on our premises, other reasonable measures will be used to ensure the access of goods and services, to the point of undue hardship.

SERVICE ANIMALS AND SUPPORT PERSONS

Any person with a disability who is accompanied by a service animal, including a guide dog, will be welcomed and allowed to enter the parts of our premises that are open to the public and other third parties, unless the service animal is otherwise excluded by law from the premises, in which case we will use all other available measures to ensure that the person with a disability is able to obtain, use or benefit from our services.

Staff may respectfully ask if an animal is a service animal and will not ask the nature of the person's disability or purpose of the animal.

It is the responsibility of the person using the service animal to ensure that the service animal is kept under control at all times.

Similarly, a support person who accompanies a person with a disability will be welcomed and allowed to enter the parts of our premises that are open to the public and other third parties. Logan Katz does not charge fees for support persons or, if fees are charged for admission to the premises (e.g., for a special event), Logan Katz shall provide notice of the amount in advance.

If seating and availability prevent the customer/client and support person from sitting beside each other, Logan Katz will make every reasonable attempt to resolve the issue. In situations where confidential information might be discussed, consent will be obtained from the customer/client before any potentially confidential information is mentioned in the presence of the support person accompanying the customer/client.

Logan Katz may require a person with a disability to be accompanied by a support person when on the premises but only if, after consulting with the person with a disability and considering the available evidence, Logan Katz determines that a support person is necessary to protect the health and safety of the person with a disability or the health and safety of others on the premises, and there is no other reasonable way to protect the health and safety of the person with a disability or others on the premises.

MODIFICATIONS TO POLICIES

Logan Katz will strive to ensure that all Logan Katz policies adhere to the principles of dignity, integration, independence and equality of opportunity. Any Logan Katz policies that do not reflect the principles shall be reviewed and modified.



This Accessibility Policy may be modified at any time, but changes will not be made to this policy unless the impact of the changes on persons with disabilities has been considered.

TRAINING

Training Schedule: Logan Katz will provide training to all new employees, including those who develop policies and procedures relating to the provision of services, volunteers, agents and contractors on the provision of its services to persons with disabilities during orientation. In addition, training will be provided to those who develop policies and procedures related to the provision of services. Revised training will be provided in the event of changes to legislation, procedures, policies or practices.

Training Content: Training on the provision of services to persons with disabilities will include the following topics:

- The purpose of the *AODA*;
- The requirements of the Integrated Accessibility Standards;
- Logan Katz's policies, practices and procedures relating to the Integrated Accessibility Standards, as are relevant to the employee's work responsibilities;
- How to interact with persons with various types of disabilities;
- How to interact with persons who use an assistive device or require the assistance of a guide dog, service animal or support person;
- How to use any equipment or devices available within Logan Katz that may help with the provision of services to persons with disabilities;
- What to do if a person with a disability is having difficulty accessing Logan Katz's services; and
- The Ontario *Human Rights Code* as it pertains to persons with disabilities.

Record of Training: Logan Katz will keep a record of training, including the dates training was provided and the number of employees who attended the training.



NOTICE OF AVAILABILITY AND FORMAT OF DOCUMENTS TO CUSTOMERS

Logan Katz will notify customers and clients that publicly available documents and information, including information about our services and any feedback processes, are available upon request and in a format and/or with communication supports that takes into account the customer/client's disability, at no additional cost. Notification will be given by posting the information in a place owned and operated by Logan Katz, the website of Logan Katz and any other reasonable method. See contact information below:

Logan Katz LLP | SRL Chartered Professional Accountants
6 Gurdwara Road, Suite 105
Nepean, ON K2E 8A3
Tel: 613 228 8282
Fax: 613 228 8284
Email: reception@logankatz.com

INFORMATION AND DOCUMENTS

The Firm will maintain documents describing its policies, practices and procedures and, upon request, shall give a copy of a document to any person. The documents will include policies, practices and procedures with respect to the following:

- use of support persons;
- use of guide dogs or service animals;
- the steps to be taken in connection with a temporary disruption;
- the training policy, including a summary of the contents of the training and details of when the training is to be provided;
- records of training provided under this Policy, including the dates on which the training is provided and the number of individuals to whom it is provided; and
- the feedback process.

The Firm will notify persons to whom it provides services of its policies by posting the information in a conspicuous place on the Firm's premises, on the Firm's website, or by such method as is reasonable in the circumstances.



INFORMING EMPLOYEES OF SUPPORTS

Logan Katz will continue to inform its employees of its policies (including any updates to those 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 with or as part of their offer of employment.

RECRUITMENT AND EMPLOYMENT

Logan Katz is committed to fair and accessible employment practices. We will notify the public and staff on its website and through all job postings that, when requested, Logan Katz will accommodate people with disabilities during the recruitment and assessment processes and when people are hired.

We will consult with people with disabilities to determine their employment-related accommodation needs.

When asked, the Firm will provide accessible formats and communication supports for information necessary for employees with disabilities to do their jobs, and for information that is generally available to all employees. We will consult with employees with disabilities when we are requested to provide accessible formats and communication supports, in order to determine the suitability of same.

When necessary, Logan Katz will provide employees with disabilities with individualized emergency response information as soon as practicable after the Firm becomes aware of the employee's need for accommodation due to disability. Individualized emergency response information, if any, will be reviewed if the employee changes work locations, when the employee's accommodation needs are reviewed, and whenever Logan Katz reviews its general emergency response policies.

Logan Katz has ensured that the applicable requirements of the Integrated Accessibility Standards under the AODA have been incorporated into its individual accommodation process. Logan Katz will maintain a documented return to work process for employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work. The return to work process will clearly outline the steps the Firm will take to facilitate the return to work, and will include documented individual accommodation plans as part of the process.

Logan Katz will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management and career development and advancement processes, if any.



FEEDBACK PROCESS

Logan Katz welcomes any feedback regarding the methods it uses to provide services to persons with disabilities, as well as this feedback process itself. Individuals may provide their feedback in person, by telephone, in writing, or by e-mail as follows:

Logan Katz LLP | SRL Chartered Professional Accountants
6 Gurdwara Road, Suite 105
Nepean, ON K2E 8A3
Tel: 613 228 8282
Fax: 613 228 8284
Email: reception@logankatz.com

Any complaint received will be reviewed and assessed and directed to the appropriate person for action, if necessary. Where possible, the issues in the complaint will be addressed. If a complaint cannot be addressed, the person making the complaint will be advised.

Logan Katz will ensure that this feedback process is accessible to people with disabilities. Accessible formats and communications supports will be provided upon request, at no additional cost, and Logan Katz will post a notice on its website notifying the public of this feedback process, and of the availability of accessible formats and communication supports.

DESIGN OF PUBLIC SPACES

Logan Katz will comply with the Accessibility Standards for the Design of Public Spaces if it makes any major modifications to its reception desks or waiting areas, or any other public space covered by that Accessibility Standard.