

Sigma Systems Integrated Accessibility Policy

I. Introduction

The Ontario government passed the Accessibility for Ontarians with Disabilities Act (AODA) in 2005 with the goal of making Ontario fully accessible by 2025. Sigma Systems Canada Inc. (“Sigma”) is committed to providing goods, services and employment in a timely and accessible manner that respects the dignity of persons with disabilities. This accessibility policy outlines Sigma’s commitment to improve opportunities for people with disabilities.

II. Our Commitment

Sigma is committed to ensuring equal access and participation to all people, including people with disabilities, 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 removing and preventing barriers to accessibility, and meeting our accessibility requirements under Accessibility for Ontarians with Disabilities Act (2005) and Ontario’s accessibility laws.

These standards are developed to break down barriers and increase accessibility for persons with disabilities in the areas of information, communication and employment.

III. Training

Sigma is committed to training employees on the Ontario’s accessibility laws and aspects of the Human Rights Code that relate to persons with disabilities. The training provided will be administered during the New Hire Orientation within the first week of hire. We will train our employees and volunteers on accessibility, as it relates to their specific roles.

IV. Self-service Kiosks

Sigma will consider and incorporate accessibility for people with disabilities when designing, procuring or acquiring self-service kiosks.

V. Information and Communications

Sigma will communicate with people with disabilities in ways that take into account their disability. We will do this by:

- Providing information about our organization and its services in accessible formats or with communication supports.
- Consulting persons with disabilities to determine suitability of accessible formats and communication needs.
- Meeting the internationally-recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA Website requirements in accordance with Ontario’s accessibility laws by 2025.

VI. Employment

Sigma is committed to providing fair and accessible employment practices. Sigma will accommodate accessibility needs for people with disabilities during the recruitment and assessment processes and during the hiring process. We will do this by:

- Notifying all job applicants and the public that accommodation is available during the recruitment process upon request, by specifying this on all job postings.
- Informing applicants about the availability of accommodations: in initial interview, during the selection process, at the time of the job offer and as soon as possible after the employee begins.
- If a selected applicant requests accommodation, consult with the applicant and arrange for provision of suitable accommodations in a manner that takes into account the applicant's accessibility needs due to the disability.
- When giving offers of employment, notify the successful applicant of Sigma's policies for accommodating persons with disabilities
- Providing training to colleagues responsible for recruitment, assessment, selection, and on-boarding to ensure these planned actions are delivered, and accommodation requests are fulfilled in an effective and timely manner.

VII. For More Information

For more information on this accessibility policy, please contact the Human Resources Department at:

Email: HR@Sigma-Systems.com

Phone: 416-943-9696 press 0 or **Fax:** 416-365-9227

Write: Human Resources Department
Sigma Systems Canada Inc.
55 York Street, Suite 1100,
Toronto, Ontario M5J 1R7

Standards and accessible formats of this document will be provided free on request.