

ACCOMMODATION ON THE BASIS OF DISABILITY

Commport Communications International Inc. is committed to improving accessibility. We will put the following policies into practice as required by the Employment Standard of the Integrated Accessibility Standards Regulation. This policy applies to our recruitment, assessment and selection process, accessible formats and communication supports, document individual accommodation plans, performance management & career development and the return to work process.

This policy shall apply to all persons that participate in the recruitment process, and all paid employees at the premises owned and operated by Commport Communications International Inc. Accommodation includes and integrates persons with disabilities into employment activities in a manner that respects their dignity, autonomy and self-esteem. The requirements of this standard will address the key processes in the life cycle of a job position.

Communication

Commport Communications International Inc. shall inform its employees of its policies used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.

Accessible Recruitment

Commport Communications International Inc. is committed to complying with the provisions of the AODA, with the objective of making the recruitment process accessible to persons with disabilities and ensuring the following requirements are adhered to:

1. During the recruitment process, Commport Communications International Inc. shall notify job applicants and the public about its commitment to accommodate those with disabilities, and shall advise those selected for an interview that accommodation is available upon request. Job applicants are responsible for advising Human Resources of any accommodation that may be required during the selection process. If a selected applicant requests an accommodation, Commport Communications International Inc. 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.
2. Successful applicants and employees shall be notified of Commport Communications International Inc. policies regarding accommodating employees with disabilities as soon as practicable after their employment begins and whenever a change in policy takes place.



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Accessible Formats and Communication Supports

Once hired, an employee may request accessible formats and communication supports. Commport Communications International Inc. will consult with the employee to determine their accessibility needs and how best to accommodate them.

Employees who wish or need to raise a potential accommodation issue shall do so by submitting a request for accommodation, in writing, to their immediate manager, as well as to Human Resources. The request should:

- Describe the limitations on the employee's ability to perform the duties of his or her position caused by the disability;
- Describe any accommodation sought;
- Provide sufficient information to confirm the existence of a need for accommodation.

Documented Individual Accommodation Plans

Commport Communications International Inc. will ensure that each person with a disability be considered individually, on a case by case basis, in order to determine accommodation requirements. Employees may be required to participate in the development of an accommodation plan.

When necessary to facilitate the assessment and determination of a reasonable accommodation, the employee may be required to participate in the development of an accommodation plan and to provide relevant medical information to Commport Communications International Inc. Employees seeking accommodation on the basis of disability are expected to provide their fullest cooperation in providing any information or medical assessments and participating in assessments relevant to determination of the accommodation request. The employee may request the participation of a third party to assist with the development of the accommodation plan.

The Manager and Human Resources will jointly assess the accommodation issue in light of the information provided and the individual needs of the employee. During the assessment phase, Commport Communications International Inc. reserves the right to require further information, including relevant medical information or opinions that will assist Commport Communications International Inc. to determine if a reasonable accommodation can be achieved and how it can be achieved. Commport Communications International Inc. further reserves the right to require the employee to participate in a needs assessment by a qualified practitioner or other trained professional in order to assist in determining what accommodation is needed, how much it will cost and how it can be provided.

The Manager and Human Resources will jointly finalize a decision regarding the accommodation issue. The Manager shall notify the employee, in writing or other format as required by the employee's disability, of the decision and the reasons(s) for the decision.

Commport Communications International Inc. shall ensure that the employee's personal medical information shall be kept confidential and will only be disclosed to those necessary in the assessment and development of the accommodation.



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Commport Communications International Inc. shall provide individualized workplace emergency response information to disabled employees who require it, and to any person designated to assist the disabled employee, with the consent of the disabled employee, and shall review the individualized workplace response information upon the following events;

- a) When the employee moves to a new location in the workplace
- b) When the employee's overall accommodation needs are reviewed
- c) Upon review of Commport Communications' International Inc. general emergency response policies

Performance Management & Career Development

Accessibility needs of employees and individual accommodation plans will be taken into account when managing an employee's performance, career advancement or opportunities for redeployment.

Return to Work Process

An employee with a disability may sometimes require time off work for a treatment, recovery, or other reasons. Employees who are absent from work due to their disabilities shall participate in the development and completion of a Return to Work Plan. Employees who require an accommodation plan in order to return to work shall submit a Request for Accommodation. The Return to Work plan shall be attached the employee's Individual Accommodation Plan.