

Action Plan

The milestones and steps to be taken to meet our accessibility commitments are outlined in the chart below.

As an organization with 50 or more employees, the CSE must meet the 6 requirements of the Accessible Employment Standard in the workplace:

- [hiring](#)
- [workplace information](#)
- [talent and performance management](#)
- [communicate accessibility policies](#)
- [accommodation plans](#)
- [return to work process](#)

Summary of Requirement	Action Plan	Status
Multi Year Accessibility Plan	This plan is posted on the CSE website.	Complete
Policies and Statement of Commitment <ul style="list-style-type: none"> • Document policies governing how the organization achieves or will achieve accessibility, including a statement of commitment to meet the accessibility needs of persons with disabilities in a timely manner. 	CSE has a policy titled Respectful Workplace Policy – Appendix 1 - Accessibility Commitment . This document outlines our commitment to providing a work environment that is accessible to all stakeholders. Statement of Commitment: <i>The Canadian Securities Exchange (“CSE”) recognizes the importance of treating all individuals with dignity, respect and in a way that allows them to maintain their independence. CSE believes its workforce should be inclusive and reflect the diversity of the community in which it operates. CSE is committed to meet the accessibility needs of individuals with disabilities in a timely manner.</i> The plan will be reviewed every 3 years.	Posted on CSE website as of June 30, 2021
Hiring <ul style="list-style-type: none"> • Notify employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes 	Update job description and offer letter templates advising that the CSE is committed to providing a work environment that is accessible to all. We will provide accommodation for applicant who require it (for interviews and for a successful candidate)	Complete
Training <ul style="list-style-type: none"> • Train staff on the requirements of the accessibility standards and on the Human Rights code as it pertains to persons with disabilities. • Train staff and any other people who interact with the public or other third parties on behalf of the organization (i.e. event venues) 	<ul style="list-style-type: none"> • Mandatory accessibility training will be provided to all management, employees, contractors. • Training is part of the new hire on-boarding process. • Records of training are maintained. 	Completed June 2021 and records maintained of completed training.

Summary of Requirement	Action Plan	Status
<ul style="list-style-type: none"> Keep record of training provided and to whom 		
<p>Online compliance Report</p> <ul style="list-style-type: none"> File online Accessibility Compliance Reports as required. 	<p>By December 31, 2021 and every three years the CSE will report on its compliance with AODA. Timing was extended to June 30, 2021 due to Covid 19.</p>	<p>Filing was completed on June 30, 2021. Next filing due December 31, 2024</p>
<p>Policies</p> <ul style="list-style-type: none"> Document policies, practices and procedures on providing products/services to people with disabilities and make them available upon request. 	<p>CSE has a policy titled Respectful Workplace Policy – Appendix 1 - Accessibility Commitment. This document outlines our commitment to providing a work environment that is accessible to all stakeholders. The policy will be reviewed every two years and updated if there is any change to the legislative requirements.</p>	<p>Posted on CSE website Reviewed in October 2023</p>
<p>Workplace Information</p> <ul style="list-style-type: none"> CSE will ensure that any information that an employee requires to perform their job is provided in an appropriate accessible format where requested. This includes both job specific information and general corporate information. 	<ul style="list-style-type: none"> General information is distributed via e-mail. Information/internal policies are available on HR Downloads and if an employee requests to receive information in a specific way they will be accommodated. 	<p>TBD upon request</p>
<p>Individualized Emergency Information</p> <ul style="list-style-type: none"> Provide customized emergency information to employees with accommodation plans 	<ul style="list-style-type: none"> Employee Health and Safety Security Standards – Appendix 2 - Fire and Safety outlines safety measures for employees including determining if any employees and guests of the CSE require assistance in an emergency including to evacuate the premises. 	<p>Complete</p>
<p>Individualized Accommodation Plan</p> <ul style="list-style-type: none"> Document a process for the development of an accommodation plan for employees with disabilities. 	<ul style="list-style-type: none"> CSE has a framework for development of accommodation plans upon request from an employee documented in the Respectful Workplace – Appendix 2 Accessibility Policy - Employees. 	<p>Complete</p>
<p>Return to Work Process</p>	<p>CSE will follow the framework in place for the accommodation plan for instances where an employee is returning to work after a period of time off due to a disability.</p>	<p>Upon request</p>
<p>Accessible Website/Content</p>		<p>Complete</p>

Summary of Requirement	Action Plan	Status
<ul style="list-style-type: none"> Public websites and content compliant with WCAG 2.0 Level AA by January 1, 2021. 	<ul style="list-style-type: none"> CSE will take necessary steps to make all our public websites and content compliant with WCAG 2.0 Level AA by January 1, 2021. 	
<p>Feedback</p> <ul style="list-style-type: none"> Create a feedback process so that anyone can comment on provision of services to persons with disabilities. Must be readily available to the public. 	<ul style="list-style-type: none"> Individuals may request information regarding our accessibility measures or provide feedback by contacting accessibility@thecse.com The Respectful Workplace policy is available on our website at: https://thecse.com/en/about/accessibility 	Complete
<p>Accessibility Supports</p> <ul style="list-style-type: none"> Upon request, provide accessible formats and communication supports for persons with disabilities, upon consultation with the person making the request. Advise the public that accessible formats and communication supports are available 	<p>Types of accessible formats</p> <ul style="list-style-type: none"> HTML and Microsoft Word braille accessible audio formats large print text transcripts of visual and audio information <p>The Respectful Workplace policy is available on our website at: https://thecse.com/en/about/accessibility Members of the public who may need accessible formats or communication supports may contact us at accessibility@thecse.com</p>	Upon request