

<b>Multi-year accessibility Plan</b>	
<b>SUBJECT: Multi-year accessibility plan for Siemens Energy Canada to provide a roadmap on meeting its accessibility requirements.</b>	<b>Date : March 2014 Updated on : April 2021</b>

	Standard under AODA	Description/requirement	Action required	By/Resp.	Status	Notes (if any)	Next review date (if applicable)
1.	Customer Service Standard	A policy that addresses the Customer Service Standard for Siemens Energy Canada per AODA requirements.	Develop a comprehensive policy for Siemens Energy Canada for Accessibility.	HR	Completed		
2.	Customer Service Standard	Post the Accessibility policy for Siemens Energy Canada on the Intranet site.	Notification of the new/revised policy to employees Energy Canada and posted on DocuCentre for employee reference.	HR/IT	Completed		
3.	Customer Service Standard	Post the Accessibility policy for Siemens Energy Canada on the Internet site (external).	Posted our accessibility commitment on the Siemens Energy Canada internet site for public information.	HR/CC	Completed		
4.	Customer Service Standard	Developing mandatory training for all employees (permanent and temporary) in Ontario on the Customer Service Standard and incorporate the same into the On-boarding process for Ontario employees.	Worked with Wellnet on developing an integrated e-learning training on the Customer Service Standard and the Integrated Accessibility Standard which is mandatory for all Ontario based employees for Siemens Energy Canada. Wellnet sends an email for training to be completed to	HR/Wellnet	Completed	Training development completed by Wellnet. Training rolled-out as of April 2014. Training will continue for all new hires in Ontario. Internal process in place to ensure compliance.	

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			all employees and new hires in Ontario. For those employees that do not have email addresses, an email will be sent to the employee's manager similar to process followed for other EHS courses.				
5.	Customer Service Standard	Process in place to communicate about planned/unexpected disruptions of facilities/services at all locations in Ontario.	SERE drafted a process in accordance with the legislation to ensure adequate notice(s) are provided to all employees, customers and visitors to different Siemens Energy locations.	SERE	Completed		Review annually for all locations to ensure process is relevant.
7.	Customer Service Standard	Accessible Emergency and Public Safety information.	Fire safety procedures should be visibly located in buildings owned or occupied by Siemens Energy Canada.	EHS/SERE	Completed		
8.	Customer Service Standard	Emergency Response plans for employees with a disability.	EHS has implemented a process in place for all individuals who have self-identified themselves and as needing accommodation in	EHS	Completed		

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			case of an emergency.				
9.	Customer Service Standard	Workplace Emergency Response information.	Floor plans and Emergency evacuation plans are posted on all floors at all Siemens Energy locations. There are emergency phones or the ability to reach 911 from all Siemens Energy locations. Fire extinguishers and artificial defibrillators along with first-aid kits are found on every floor at all Siemens Energy locations.	EHS	Completed		
10.	Integrated Accessibility Standard (IAS)	Integrate IAS requirements to be included in the Siemens Energy Canada accessibility policy statement.	Same as description	HR	Completed		
11.	IAS Section 4	Develop a multi-year accessibility plan to remove barriers and ensure compliance to all standards under the AODA by 2025. Review of the Multi-year	To develop a plan in accordance with the standards.	HR and other concerned depts.	Completed		compliance date.

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		accessibility plans every 5 years from their compliance dates.					
12.	IAS Section 4	Post the multi-year accessibility plan on the Siemens Energy Canada internet site showing its commitment in removing and preventing accessibility barriers.	Partial plan posted on the company website and detailed plan on the company intranet.	HR	Completed		Update as required.
13.	IAS Section 4	If requested, the multi-year accessibility plan should be made available in accessible format.	On the Siemens Energy Canada internet site there is a form that can be completed requesting information in alternate formats.	HR	Completed		
16.	IAS Section 6	Self-service Kiosks should be accessible.	Ensure that all kiosks on-site are accessible.	SERE	Not-applicable		This will be updated when kiosks are placed at different locations.
17.	IAS Section 7	Mandatory Accessibility training for all employees located in Ontario or doing business/servicing customers in Ontario on	Same requirement as	HR	Training is developed and put in place for all Ontario		Before March 2019 or when requirements change.

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		behalf of Siemens Energy Canada on IAS requirements and requirements under Section 7 of the Ontario Human rights code as it pertains to accessibility.			employees.		
18.	IAS- Information and communication standard Section 11	Feedback process –for employees and customers	A process in place alternate formats where feedback on accessibility is received logged and acted upon (where possible). The public should be made aware and communicated to, that the feedback process is available, upon request in alternate formats.	CC/HR/SERE		Currently, there is a feedback form on the internet that gets routed through Communications and Strategy to the respect department to act on.	
19.	IAS- Information and communication standard Section 12	Accessible formats and communication supports	Develop a process to handle, in a timely manner, requests submitted to Siemens Energy Canada for providing information and communicating in an accessible manner about their goods, services or facilities to people with	CC along with BU/Dept			

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			disabilities.				
20.	IAS- Information and communication standard Section 13	Emergency procedures, plans or public safety information	See Customer Service Standard	EHS	Completed		Reviewed annually
21.	IAS- Information and communication standard Section 14	Website and web content in accessible formats	Any new content going on existing pages of the Siemens Energy Canada's internet or intranet site should be in compliance with the WCAG standards 2.0 Level A.	CC/IT	Completed		Ongoing
22.	IAS- Information and communication standard Section 14	Website and web content in accessible formats	All websites (internal and external) and web content should be completely compliant with WCAG 2.0 Level AA.	CC/IT	Completed		Ongoing
23.	IAS -Employment standard Section 22	Recruitment in general as stated in the regulation	Siemens Energy to notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment, interviewing and selection processes.	HR-recruitment	Completed		

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			Including on job postings.				
24.	IAS -Employment standard Section 23	Recruitment, assessment or selection process	Siemens Energy to notify short-listed job applicants that accommodation is available upon request during the next phase of the selection/assessment process with respect to processes to be followed and materials to be used in the selection/assessment process.	HR-recruitment	Completed		
25.	IAS -Employment standard Section 24	Notice to successful applicants	Siemens Energy to notify successful candidates about its accommodation policies for employees with disabilities to help them informed career decisions.	HR-recruitment	Completed	Note included in offer letter.	As and when processes change.
26.	IAS -Employment standard Section 25	Informing employees of support	To inform all employees (new and existing) of our accommodation policies including employment-related accommodations that could be provided, if	HR		Currently, any policy change requires a companywide email to be sent to notify employees of the change.	

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			needed.				
28.	IAS -Employment standard Section 27	Workplace Emergency Response Information	To develop a process in place that provides an individualized workplace emergency response plan to employees with disabilities.	EHS	Completed		
29.	IAS -Employment standard Section 28	Documented individual accommodation plans	Siemens Energy is required to have a written process in place for developing well documented individual plans for employees with disabilities.	HR	Completed	Accommodation Plan form and procedure to be followed.	
30.	IAS -Employment standard Section 29	Return to work processes (for employees that have permanent, temporary or recurring disabilities)	For employees on a Leave of absence, the return to work process for occupational and non-occupational related disabilities already provides accommodation to ensure a safe and timely return to work.	EHS/HR	Completed		



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31.	IAS-Performance Management Section 30	Performance Management	While administering our performance management process, Siemens Energy needs to take into account the accessibility needs of employees with disabilities: <ol style="list-style-type: none"> <li>1. Have performance related documents in accessible formats such as large prints</li> <li>2. For employees that have individuals accommodation plans, review those plans to see if they need to be adjusted to improve his/her performance</li> </ol>	HR- Talent management	In progress	AODA requirements need to continue to apply in the new PMP process.	
32.	IAS-Performance Management Section 31	Career Development and advancement	Siemens Energy to consider employees accommodation needs while providing career and advancing opportunities	HR- Talent management	In progress	Same as pt 31. above	