Element Fleet Management ("Element") AODA Multi-Year Accessibility Plan

Introduction

This plan has been prepared in accordance with the *Accessibility for Ontarians with Disabilities Act*, 2005 (the "AODA") and its associated regulations, the *Accessibility Standards for Customer Service,* and the *Integrated Accessibility Standards*. This multi-year plan is applicable to Ontario, Canada and will be reviewed and updated at least once every five years, will be posted on Element's website, and will be provided in accessible format upon request.

Past Achievements to Remove and Prevent Barriers

Consistent with our Code of Conduct and Ethics, Element Fleet Management is committed to diversity, inclusion, and accessibility for persons with disabilities. In keeping with the principles of dignity, independence, equity and integration, Element has met the compliance requirements through:

- Developing, implementing, and maintaining policies around the accessibility needs of persons with disabilities
- Consulting and creating individualized accommodation plans as requested
- Refreshed our website and put forth good faith efforts to comply with international recognized WCAG 2.1 Level AA website requirements
- Hosted and continue to seek diverse guest speakers
- Created a process to welcome and address feedback received

Strategies and Actions

Our priority remains to identify, prevent, and remove barriers, meet the needs of our employees and clients with disabilities; as well as our responsibilities under the *Accessibility for Ontarians with Disabilities Act, 2005*. Element will continue its focus to provide equal opportunity to persons with disabilities through program design, awareness, and training.

Program Design

- As we continue to provide services, respecting the dignity and independence of persons with disabilities, and striving to remove barriers, remains a priority.
- As we develop programs and services, Element will provide the same high quality and timeliness to persons with disabilities as others.
- Element will seek best practices and ensure fair and accessible employment practices.
- We will continue to put forth good faith efforts to comply with internationally recognized WCAG 2.0 Level AA website requirements.

Policies

- Element will continue to follow its policies with regards to hiring, recruitment, performance, and career/talent development.
- As new policies are developed, an accessibility lens will be used to ensure inclusivity.

Awareness

- We will ensure employees, clients and stakeholders are aware and can approach Element regarding accommodations.
- We will increase awareness around information and communication supports being accessible upon request.

Training

- Element will continue to provide bias training to all employees and resources on mitigating bias to People Leaders through the performance and talent cycles.
- We will continue to train employees as part of the onboarding process and in respect to any changes to policies.

Accountability

As we continue our efforts to prevent barriers to accessibility, Element ensures it is accountable by:

- Continuing to partner with our ADEPT Business Resource Group on internal and community initiatives.
- We will continue to file Accessibility Compliance reports as directed.

Administration

These guidelines are administered by Human Resources. They are regularly reviewed and may be updated at any time.

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