

INTEGRATED ACCESSIBILITY STANDARDS POLICY

To the extent that they are subject to the provisions of the Accessibility for Ontarians with Disabilities Act, 2005 (“AODA”) and its Regulations, McCarthy Tétrault LLP and MT Services Limited Partnership are committed to compliance with the provisions of the AODA and the requirements of the Integrated Accessibility Standards Regulation (the “Regulation”).

This policy applies to McCarthy Tétrault LLP and MT Services Limited Partnership in respect of their respective employees in Ontario and in respect of the aspects of their business which provide services to the public or third parties in Ontario. Unless specifically stated otherwise, this Policy does not apply outside of Ontario.

GENERAL STANDARDS

Commitment of McCarthy Tétrault LLP

McCarthy Tétrault LLP is committed to treating all people 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 persons with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements of the AODA.

Commitment of MT Services Limited Partnership

MT Services Limited Partnership is committed to treating all people 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 persons with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements of the AODA.

Joint Policy

Since MT Services Limited Partnership is principally engaged in providing management, administrative and other services to the offices of McCarthy Tétrault LLP and the employees of MT Services Limited Partnership work together with the partners, employees and others who work at McCarthy Tétrault LLP, each of McCarthy Tétrault LLP and MT Services Limited Partnership has determined that this policy (the “Policy”) is desirable for purposes of ensuring the fulfillment of its commitment with respect to providing services to people with disabilities and each of them has separately adopted this policy.

For convenience, references in this Policy to the “Firm” include both McCarthy Tétrault LLP and MT Services Limited Partnership.

Our Commitment

The Firm is committed to treating all people 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 persons with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the AODA.

Accessibility Plan

The Firm will develop, maintain and document a Multi-Year Accessibility Plan outlining the Firm's strategy to prevent and remove barriers and meet its requirements under the Regulation. The accessibility Plan will be reviewed and updated at least once every five years, and will be posted on the Firm's websites where applicable. Upon request, the Firm will provide a copy of the Accessibility Plan in an accessible format.

Training

The Firm will ensure that training is provided on the requirements of the accessibility standards referred to in the Regulation and on the Ontario Human Rights Code as it pertains to persons with disabilities, to:

- All employees and volunteers
- All persons who participate in developing the Firm's policies; and
- All other persons who provide services on behalf of the Firm.

This training will be provided as soon as practicable and will be appropriate to the duties of the employees, volunteers and other persons. Training will also be provided when changes are made to this Policy. The firm will keep a record of the training it provides.

The Firm will require that its contractors and all other persons that provide services on behalf of the Firm are required to maintain records of the training provided to their staff, including the dates on which the training is provided and the number of individuals to whom it is provided. The Firm will require that contractors training records be available upon request.

INFORMATION AND COMMUNICATIONS STANDARDS

Feedback

The Firm will ensure that its process for receiving and responding to feedback in Ontario is accessible to persons with disabilities by providing, or arranging for the provision, of accessible formats and communication supports upon request. Contact information for feedback purposes is found at the end of this Policy.

Accessible Formats and Communication Supports

Upon request, the Firm will provide, or will arrange for the provision of, accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person's accessibility needs due to disability. We will consult with the person making the request in determining the suitability of an accessible format or communication support. We will also notify the public about the availability of accessible formats and communication supports.

Emergency Procedure, Plans and Public Safety Information

When the Firm makes emergency procedures, plans or public safety information available to the public, we provide the information in an accessible format or with appropriate communication supports as soon as practicable upon request.

Accessible Websites and Web Content

The Firm will ensure that our internet websites, including web content, conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level A except where this is impracticable.

EMPLOYMENT STANDARDS

Recruitment

The Firm will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process.

Recruitment, Assessment or Selection Process

The Firm will notify job applicants, when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used.

If a selected applicant requests an accommodation, the Firm will consult with the applicants 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.

Notice to Successful Applicants

When making offers of employment, the Firm will notify the successful applicant of its policies for accommodating employees with disabilities.

Informing Employees of Supports

The Firm will inform its employees of its policies and any updates to those policies used to support employees with disabilities including policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. This information will be provided to new employees as soon as practicable after commencing employment.

Accessible Formats and Communication Supports for Employees

Upon the request of an employee with a disability, the Firm will consult with the employee to provide or arrange for the provision of accessible formats and communication supports for

information that is needed to perform the employee's job, and information that is generally available to other employees.

In determining the suitability of an accessible format or communication support, the Firm will consult with the employee making the request.

Workplace Emergency Response Information

The Firm will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the Firm is aware of the need for accommodation due to the employee's disability. The Firm will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the employee requires assistance, the Firm will, with the consent of the employee, provide the workplace emergency response information to the person designated by the Firm to provide assistance to the employee.

The Firm will review the individualized workplace emergency response information when the employee moves to a different location in the organization, when the employee's overall accommodations needs or plans are reviewed and when we review the Firm's general emergency response policies.

Documented Individual Accommodation Plans

The Firm will maintain a written process for the development of documented individual accommodation plans for employees with disabilities that will include all elements required by the Regulation. If requested, information regarding accessible formats and communications supports provided will also be included in individual accommodation plans.

The plans will include individualized workplace emergency response information (where required), and will identify any other accommodation that is to be provided.

Return to Work Process

The Firm will maintain a documented return to work process for its employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work. The return to work process outlines the steps we will take to facilitate the return to work and will include documented individual accommodation plans as part of the process.

Performance Management, Career Development and Advancement and Redeployment

The Firm will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement to employees or when redeploying employees.

Questions about this policy

This Policy has been developed to break down barriers and increase accessibility for persons with disabilities in the areas of information, communications and employment. If anyone has a question about the Policy, or wishes to provide feedback on accessibility at the Firm please contact:

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