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# Employment Accessibility Policy and Plan

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# 1. Accessibility Policy and Plan

This accessibility policy outlines the policies and actions that Macquarie will put in place to improve opportunities for people with disabilities in our workplace.

## 1.1 Statement of Commitment

Macquarie strives to treat all people in a way that allows them to maintain their dignity and independence. At Macquarie, we believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements of us under the Accessibility for Ontarians with Disabilities Act (“AODA”).

## 1.2 Accessible Emergency Information

Macquarie is committed to providing customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities individualized emergency response information when necessary.

## 1.3 Training

Macquarie has and will continue to provide training to employees, volunteers and other staff members on Ontario’s accessibility laws and on the Human Rights Code as it relates to people with disabilities. Macquarie will ensure that training consistent with its legal obligations is provided to:

- All employees and volunteers in Ontario;
- All persons who participate in developing Macquarie’s policies in Ontario; and
- All other persons who provide goods, service or facilities on behalf of Macquarie.

Training will be provided in a way that best suits the duties of employees, volunteers and other staff members.

Macquarie will keep a record of the training it provides.

## 1.4 Information and Communications

Macquarie is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs. Macquarie will consider accessibility to

persons with disabilities in the creation, provision and receipt of information and communications.

To the extent feasible, Macquarie will create, provide and receive information and communications in ways that are accessible for people with disabilities.

## **1.5 Feedback**

Macquarie has a process in place for receiving and responding to feedback and will ensure that those processes are provided in accessible formats to the extent feasible, with communication supports upon request.

Macquarie maintains a feedback link on Macquarie's Canadian website Feedback can also be provided via specialized feedback forms available at Macquarie's branch offices or feedback can be direct to:

- Human Resources
- 416-848-3500
- 181 Bay Street, Suite 3100, Toronto, ON M5J 2T3
- hrservicedesk@macquarie.com

## **1.6 Websites**

Macquarie will take all required steps to ensure that all new websites launched in Ontario and all content on such websites conforms with the World Wide Web Consortium Content Accessibility Guidelines (WCAG) 2.0, Level A and that all existing website content conforms to the WCAG, Level AA by January 1, 2021.

## **1.7 Emergency Information**

To the extent that Macquarie prepares emergency procedures, plans or public safety information and makes that information available to the public, Macquarie will provide the information in an accessible format upon request.

Macquarie will also provide individualized workplace emergency response information to any employee with a disability if the disability is such that the individualized information is necessary and if Macquarie is aware of the need for accommodation due to the employee's disability. Macquarie will provide this information as soon as practicable after becoming aware of the need for accommodation due to the employee's disability.

Macquarie will review individualized emergency response information when employees move to different locations in the organization or when an employee's overall accommodations needs or plans are reviewed.

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## 1.8 Employment

Macquarie is committed to fair and accessible employment practices. Macquarie will continue to monitor the needs of its staff and work to prevent and remove accessibility barriers as they become known or as identified.

### *Recruitment Processes*

When requested, Macquarie has and will continue to provide appropriate accommodation to people with disabilities during recruitment and assessment processes and when people are hired. Macquarie does and will continue to notify employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process. Macquarie will undertake periodic reviews of its recruitment processes to ensure that it is meeting the accessibility needs of applicants with disabilities and its obligations under the AODA.

### *Assessment Processes*

Psychometric assessment is a normal part of the selection process at Macquarie. At present, assessments can be completed in a variety of languages and with a variety of modifications or adjustments necessary meet the needs of those who require accommodation due to disability. Macquarie is committed to removing barriers and giving all applicants an equal opportunity to perform their best on the assessment.

If an applicant requests accommodation, Macquarie does and will continue to consult with the individual to provide or arrange for suitable accommodation to meet their accessibility needs.

Macquarie will undertake periodic reviews of its assessment processes to ensure that it is meeting the accessibility needs of applicants with disabilities and its obligations under the AODA.

### *Return to Work and Workplace Accommodation*

Macquarie maintains, a process for developing individual accommodation and return to work plans for employees who are absent due to disability or who need accommodation in order to return to work. The return to work process outlines the steps that Macquarie will take to facilitate an employee's return to work and will include documented, individualized accommodation plans as part of the process. Individualized return to work and accommodation plans will be developed and implemented in accordance with the elements required under the AODA and related legislation and specific to the needs of each individual.

### *Accommodation Policies*

At Macquarie, all employees are provided with access to all employment-related policies via the firm-wide intra-net system (Macnet). Macquarie will ensure that successful job applicants, newly hired employees and existing staff are made aware of Macquarie's accommodation and return to work policies as they are developed. Macquarie will also ensure that all employees are made aware of any changes to these policies. To the extent necessary, Macquarie will create new or enhance its existing policies to ensure that it meets its obligations under the AODA.

Macquarie will undertake periodic reviews of its policies and notification processes to ensure that it is meeting the accessibility needs of persons with disabilities and its obligations under the AODA.

### *Performance Management and Career Development*

Macquarie is also committed to ensuring that the accessibility needs of employees with disabilities are taken into account in using performance management, performance review and redeployment processes. Employees who experience difficulty with Macquarie systems or require accommodation are encouraged to consult with their manager or with Macquarie's HR Service Desk. Existing feedback processes are accessible to people with disabilities upon request and all publicly available information will be made accessible, upon request, by January 1, 2016.

Macquarie will undertake periodic reviews of its systems and policies to ensure that it is meeting the accessibility needs of persons with disabilities and its obligations under the AODA.

## **1.9 Public Spaces**

Macquarie will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces. In the event of a service disruption to accessible parts of any public space owned, leased or maintained by Macquarie, Macquarie will notify the public of the service disruption and any alternatives available.

For more information on this accessibility policy or you require this policy to be provided in accessible format, please contact your local Human Resources representative or [hrservicedesk@macquarie.com](mailto:hrservicedesk@macquarie.com). Accessible formats of this document are available upon request.