

### Introduction and Statement of Commitment

In 2005, the government of Ontario passed the Accessibility for Ontarians with Disabilities Act (the “AODA”). The AODA requires that effective January 1, 2014, Recochem Inc. establish, implement, maintain and document a multi-year accessibility plan which outlines the organization’s strategy to prevent and remove barriers for persons with disabilities and to meet its requirements of the Integrated Accessibility Standards (the “IAS”).

This multi-year accessibility plan (the “Accessibility Plan”) outlines Recochem’s strategy to prevent and remove barriers for persons with disabilities and to address the current and future requirements of the IAS in order that Recochem Inc. may fulfill its commitment as outlined in the Recochem Inc. Integrated Accessibility Standards Policy for Ontario, Canada.

Requirement	Actions	Responsibility	Status	Compliance Date
Develop An accessibility Policy	Initiate document on Recochem’s Accessibility Policy	Human Resources	Completed	January 1, 2014
Make Accessibility Policy available to the Public	Post notice in lobby; post policy on website	Human Resources	Notice posted in Lobby	
Prepare annual status report	This updated plan will be the basis for annual reporting	Human Resources	Ongoing	January 1, 2014
Training	Provide training to persons dealing with customer representatives, general public and visitors	Human Resources	Completed - to be redone every 3 years	January 1, 2012
	Provide Training to existing employees and persons who participate in the delopment of AODA related policies	Human Resources		January 1, 2015
	Update training when policies are updated	Human Resources		As required
	Identify training required for job categories i.e. Management, customer service, general employee population	Human Resources	Completed	January 1, 2015
	Prepare training documentation	Human Resources	Completed	January 1, 2015
	Incorporate training in New Employee Orientation Process	Human Resources	Completed	January 1, 2015
	Identify third parties who provide goods and services on behalf of Recochem Inc.	Human Resources and appropriate management	On going	January 1, 2015

	Send communication to third parties regarding AODA requirements for training their employees	Human Resources and appropriate management	On going	January 1, 2015
	Ensure records of training for individuals are kept	Human Resources	Completed	January 1, 2015
Feedback processes	Ensure appropriate communication with employees with disabilities	Human Resources and employee's manager		January 1, 2016
Accessible Formats and Communication Supports	Investigate what is available and determine possible suppliers	Human Resources and Procurement personnel		January 1, 2016
	Ensure pertinent personnel is aware of available communication formats	Human Resources and Procurement personnel		January 1, 2016
Emergency Plans	Only affects visitors to Recochem's location; the employee in charge of the visitor is responsible for his/her safety	Human Resources and appropriate management	Change Evacuation policy - Completed	January 1, 2012
Accessible Website	Website to conform with WCAG 2.0 Level A	Marketing Director	Completed	January 1, 2014
	Website to conform with WCAG 2.0 Level AA	Marketing Director		January 1, 2021
Accessible Intranet	Website to conform with WCAG 2.0 Level A	Network and Security Director	Completed	January 1, 2014
	Website to conform with WCAG 2.0 Level AA	Network and Security Director		January 1, 2021
Recruitment	Notice to be added to advertisements and job postings	Human Resources	Completed	January 1, 2016
	Notice to candidates who participate to selection process; provide suitable accommodation	Human Resources	Completed	January 1, 2016
	Notice to successful applicant of policies to accommodate disability (letter of offer)	Human Resources	Completed - letter of offer template modified	January 1, 2016
Communications	Arrange for suitable communication formats for employees with disabilities upon request	Human Resources and employee's manager		January 1, 2016

Workplace Emergency	Provide individualized emergency evacuation plan as required and communicate as required - Provide form for employees to release personal information for the purpose of the evacuation plan	Human Resources and Emergency Response Committee	Completed	January 1, 2012
Documented Individual accommodation plans	Develop process to ensure all elements of an accommodation plan has been considered	Human Resources	Completed	January 1, 2016
Return to work Process	Update policy on return to work process to ensure inclusion of persons with permanent disability	Human Resources	Completed	January 1, 2016
Performance Management	Take into account the accessibility needs of the employee and any accommodation plan	Employee`s manager	On going	January 1, 2016
Career Development and Advancement	Take into account the accessibility needs of the employee and any accommodation plan	Employee`s manager	On going	January 1, 2016
Redeployment	Take into account the accessibility needs of the employee and any accommodation plan	Human Resources and Employee`s future manager	On going	January 1, 2016
Design of public places	Upon constructing new facilities, Recochem will ensure that provisions of the Building Code are applied to its parking and facilities	Project Manager	As required	January 1, 2017