

**VIEW THE SPACE, INC. MULTI-YEAR ACCESSIBILITY PLAN
ONTARIO, CANADA**

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 View the Space, Inc. (“VTS” or the “Company”) establish, implement, maintain and document a multi-year accessibility plan which outlines the Company’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 VTS’ strategy to prevent and remove barriers for persons with disabilities and to address the requirements of the IAS in order that VTS may fulfill its commitment as outlined in the VTS’ Integrated Accessibility Standards Policy (the “Policy”).

General Accessibility Standards

Requirement	Responsible Individual/Department	Action	Status
<p>Accessibility Policy</p> <p>Develop, implement and maintain policies governing how VTS achieves or will achieve accessibility through meeting the requirements of the IAS.</p> <p>Statement of organizational commitment to meeting the accessibility needs of persons with disabilities in a timely manner.</p> <p>Prepare one or more written documents describing the policies and make the policies publicly available and provide them in an accessible format upon request.</p>	<p>Human Resources</p>	<p>An Integrated Accessibility Standards Policy has been developed and implemented and the Company provides training on the policy.</p> <p>Notification about the availability of the Integrated Accessibility Standards Policy is posted on the Company’s website</p>	<p>Complete</p>

<p>Multi-Year Accessibility Plan</p> <p>Establish, implement, maintain and document a multi-year accessibility plan, which outlines the Company's strategy to prevent and remove barriers and meet its requirements under this Regulation</p> <p>Post the accessibility plan on the website and provide the plan in an accessible format upon request.</p> <p>Review and update the accessibility plan at least once every five years.</p>	<p>Human Resources</p>	<p>This Accessibility Plan has been developed and implemented.</p> <p>This Accessibility Plan has been posted on the Company's website and will be reviewed and updated in 2026 unless an earlier review is required.</p>	<p>Complete and ongoing</p>
<p>Training</p> <p>Provide training to all existing employees, volunteers and all persons who participate in the development of AODA Policies.</p> <p>Training must include:</p> <ul style="list-style-type: none"> i. the requirements of the IAS; the <i>Human Rights Code</i> as it pertains to persons with disabilities; and ii. the AODA Policies as required by the IAS. <p>Keep a record of the training provided, including the dates on which the training is provided and the number of individuals to whom it is provided.</p> <p>Ensure that contractors providing goods, services and/or facilities on its behalf have received the training required under the IAS.</p>	<p>Human Resources</p>	<p>A custom training program has been developed and existing employees have received training.</p> <p>New employees receive training as part of the onboarding process.</p> <p>Human Resources maintains records of training provided.</p>	<p>Complete and ongoing</p>

Information and Communication Standards

Requirement	Responsible Individual/Department	Action	Status
<p>Feedback</p> <p>Ensure that processes for receiving and responding to feedback are accessible to persons with disabilities by providing or arranging for the provision of Accessible Formats and Communications Supports, upon request.</p> <p>Notify the public that Accessible Formats and Communications Supports are available in respect of its feedback procedures</p>	Human Resources	<p>Accessible Formats and Communication Supports are provided in respect of the Company's feedback procedures which include but are not necessarily limited to employee engagement and inclusion surveys.</p> <p>Notification about the availability of Accessible Formats and Communication supports is provided on the Company's website and in its policies.</p>	Complete and ongoing
<p>Accessible Formats and Communication Supports</p> <p>Upon request, provide or arrange for the provision of Accessible Formats and Communication Supports in order to make its communications or information about the goods, services and/or facilities it offers accessible to persons with disabilities.</p> <p>Provide Accessible Formats and Communication Supports in a timely manner at a cost that is no more than the regular cost charged to other persons and in a manner that takes account the person's accessibility needs due to disability.</p> <p>Consult with the person making the request when determining the suitability of an</p>	Marketing Department	<p>Information about the Company's goods, services and facilities is provided in an Accessible Format or with a Communication Support upon request.</p> <p>Employees have received training on the obligation to provide this information in an Accessible Format or with a Communication Support.</p> <p>Notification about the availability of Accessible Formats and Communication supports is provided on the Company's website and it its policies.</p>	Complete and ongoing

Accessible Format or Communication Support and notify the public of the availability of same.			
Accessible Websites and Web Content Ensure that, where practicable, any website or content on that site(s) published after January 1, 2012 conforms with WCAG 2.0 Level AA to the extent required by the IAS.	Marketing Department	The Company is working towards compliance with WCAG 2.0 Level AA.	Ongoing

Employment Standards

Requirement	Responsible Individual/Department	Action	Status
Recruitment Notify the public and employees about the availability of accommodation for applicants with disabilities in its recruitment processes	Human Resources	The Company includes a notification about the availability of accommodation during the recruitment process in the online platform it utilizes to recruit employees.	Complete and ongoing
Recruitment, assessment or selection process 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. Consult with an applicant requesting accommodation to 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	Human Resources	A notification about the availability of accommodation in respect of the assessment and selection process is included in the email sent to applicants who are selected to participate in an interview.	Complete and ongoing

<p>Notice to successful applicants</p> <p>Notify successful applicants of VTS' policies for accommodating employees with disabilities.</p>	<p>Human Resources</p>	<p>Information about the Company's policies for accommodating employees with disabilities is included in employment contracts provided to employees prior to the start of employment.</p>	<p>Complete and ongoing</p>
<p>Informing employees of supports</p> <p>Inform employees of 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.</p> <p>Provided to new employees as soon as practicable after commencing employment</p> <p>Provide employees with updated information whenever there is a material change to its policies on the provision of job accommodations for employees with disabilities</p>	<p>Human Resources</p>	<p>Information about the Company's policies for accommodating employees with disabilities is included in the Company handbook which has been provided to all existing employees and is provided to new employees upon hire.</p> <p>Employees are advised when there is a material change to any of these policies.</p>	<p>Complete and ongoing</p>
<p>Accessible Formats and Communication Supports for employees</p> <p>Upon the request of an employee with a disability, provide or arrange for the provision of Accessible Formats and Communication Supports in order to ensure that (i) information required by the employee to perform his/her job; and (ii) information generally available to employees in the workplace, is accessible to the employee with a disability.</p> <p>Consult with the employee making the request to determine the suitability of any Accessible Format or Communication Support. However,</p>	<p>Human Resources and Managers</p>	<p>Accessible Formats and Communication Supports are provided to employees upon request.</p> <p>Managers have received training on the obligation to provide Accessible Formats and Communication Supports and the obligation to consult with employees prior to so doing.</p>	<p>Complete and ongoing</p>

<p>where the needs of an employee with a disability may be accommodated in various different ways, VTS reserves the right to determine the type Accessible Format or Communication Support that will be provided in the circumstances.</p>			
<p>Workplace emergency response information</p> <p>Provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and if VTS is aware of the need for accommodation due to the employee's disability.</p> <p>Provide this information as soon as practicable after becoming aware of the need for accommodation.</p> <p>With the consent of the employee, provide the workplace emergency response information to the person designated by VTS to provide assistance to the employee if the employee needs assistance by reason of disability</p> <p>Review individualized workplace emergency response information when the employee moves to a different location in the Company, when the employee's overall accommodation needs or plans are reviewed and when the company reviews its general emergency response policies.</p>	<p>Human Resources and Managers</p>	<p>Once the Company begins operating a physical workplace in Ontario, individualized workplace emergency response information will be provided to an employee as required. A notice about the availability of individualized emergency response information will be posted on the Health and Safety bulletin board.</p> <p>Managers have received training on the obligation to provide individualized emergency response information and the requirement that this information be updated as necessary.</p>	<p>Complete and ongoing</p>
<p>Documented individual accommodation plans</p>	<p>Human Resources and Managers</p>	<p>A policy on the provision of documented individual accommodation and return-to-work plans has been developed</p>	<p>Complete and ongoing</p>

<p>Have in place a written process for the development of documented individual accommodation plans for employees with disabilities. The process must include the following elements:</p> <ul style="list-style-type: none"> i. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan. ii. The means by which the employee is assessed on an individual basis. iii. The manner in which VTS can request an evaluation by an outside medical or other expert, at its own expense, to assist in determining if accommodation can be achieved and, if so, how accommodation can be achieved. iv. The manner in which the employee can request the participation of a representative from his or her bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan. v. The steps VTS will take to protect the privacy of the employee's personal information. 		<p>and managers have received training on how it is to be implemented when required.</p>	
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<p>vi. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.</p> <p>vii. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.</p> <p>viii. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.</p> <p>Where requested, an employee's individual accommodation plan will include any information regarding the provision of Accessible Formats and Communications Supports.</p> <p>Where required, an employee's individual accommodation plan will include individualized workplace emergency response information.</p>			
<p>Return to Work Process</p> <p>Have in place a documented a return to work process for employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work.</p> <p>The return-to-work process must outline the steps VTS will take to facilitate the employee's return to work and will include documented</p>	<p>Human Resources and Managers</p>	<p>A policy on the provision of documented individual accommodation and return-to-work plans has been developed and mangers have received training on how it is to be implemented when required</p>	<p>Complete and ongoing</p>

individual accommodation plans as part of the process			
<p>Performance management</p> <p>Take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.</p>	Human Resources and Managers	Managers have received training on the requirement to take accessibility needs into account when engaging in performance management.	Complete and ongoing
<p>Career development and advancement</p> <p>Take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans when providing career development and advancement to employees with disabilities.</p>	Human Resources and Managers	Managers have received training on the requirement to take accessibility needs into account when engaging in career development and advancement.	Complete and ongoing
<p>Redeployment</p> <p>Take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.</p>	Human Resources and Managers	Managers have received training on the requirement to take accessibility needs into account when engaging in redeployment.	

Customer Service Standard

Requirement	Responsible Individual/Department	Action	Status
<p>Customer Service Policy</p> <p>Develop, implement and maintain policies governing how VTS provides goods, services or facilities to persons with disabilities in compliance with the requirements of the Customer Service Standard.</p>	Human Resources	A Customer Service Standards Policy has been developed and implemented and the Company provides training on the policy.	Complete

<p>Ensure policies address use of assistive devices by persons with disabilities to obtain, use or benefit from the goods, services or facilities or with the availability of other measures, if any, which enable them to do so.</p> <p>Prepare one or more written documents describing the policies and on request, give a copy of any such document to any such person.</p> <p>Notify persons to whom it provides goods, services or facilities that the documents are available upon request.</p>		<p>Notification about the availability of the Customer Service Standards Policy is posted on the Company's website.</p>	
<p>Service Animals</p> <p>Allow a person with a disability to be accompanied by a service animal while on Company's premises and to keep the animal with him or her, unless the animal is otherwise excluded by law.</p> <p>If service animal is excluded by law, ensure other measures are available to enable a person with a disability to obtain, use or benefit from the Company's goods, services or facilities.</p> <p>Prepare one or more written documents describing the policies and on request, give a copy of any such document to any such person.</p>	<p>Human Resources</p>	<p>Service animals are welcome onto the physical premises in accordance with the requirements of the IAS should it do so in the future.</p> <p>Employees have received training on this requirement and it is included in the Company's Customer Service Standards Policy.</p>	<p>Complete</p>

<p>Notify persons to whom it provides goods, services or facilities that the documents are available upon request.</p>			
<p>Support Persons</p> <p>Permit a person with a disability to be accompanied by their support person and that the person with a disability is not prevented from having access to the support person while on the premises.</p> <p>Provide advance notice of fees charged for support person.</p> <p>Before requiring the presence of a support person, consult with person with a disability and consider the health and safety implications based on available evidence. If requiring presence of support person, waive fees for support person.</p> <p>Prepare one or more written documents describing the policies and on request, give a copy of any such document to any such person.</p> <p>Notify persons to whom it provides goods, services or facilities that the documents are available upon request.</p>	<p>Human Resources</p>	<p>A client is permitted to have access to his/her support person in accordance with the requirements of the IAS should it do so in the future.</p> <p>Employees have received training on this requirement and it is included in the Company's Customer Service Standards Policy.</p>	<p>Complete</p>

<p>Notice of Temporary Disruptions</p> <p>Provide notice of temporary disruptions to facilities or services used by persons with disabilities to access the Company's goods, services or facilities.</p> <p>Notice of the disruption must include the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available.</p> <p>Prepare one or more written documents describing the policies and on request, give a copy of any such document to any such person.</p> <p>Notify persons to whom it provides goods, services or facilities that the documents are available upon request.</p>	<p>Human Resources</p>	<p>Employees have received training on this requirement and will provide this notice in an appropriate manner if and when required.</p>	<p>Complete and ongoing</p>
<p>Training</p> <p>Ensure training on the provision of goods, services or facilities to persons with disabilities is provided to everyone who:</p> <ul style="list-style-type: none"> ● is an employee or volunteer ● provides goods, services or facilities on the Company's behalf; ● participates in developing the Company's policies <p>Ensure training includes review of purpose of AODA, requirements of the Customer Service Standard and instruction on:</p> <ul style="list-style-type: none"> ● how to interact and communicate with persons with various types of disability 	<p>Human Resources</p>	<p>A custom training program has been developed and existing employees have received training.</p> <p>New employees receive training as part of the onboarding process.</p> <p>Human Resources maintains records of training provided.</p>	<p>Complete and ongoing</p>

<ul style="list-style-type: none"> • how to interact with persons using assistive devices or requiring the assistance of a service animal or support person • how to use equipment or devices available on premises or provided by the Company that may help with the provision of goods, services or facilities to a person with a disability • what to do if person with a particular type of disability is having difficulty accessing the Company's goods, services or facilities <p>Prepare a document describing the Company's training, and on request give a copy of document(s) to any person.</p> <p>Notify persons to whom the Company provides goods, services or facilities of the availability of same upon request.</p> <p>Maintain records of when and to whom training is provided.</p>			
<p>Feedback Process</p> <p>Establish a process for receiving and responding to feedback about the manner in which the Company provides goods, services or facilities to persons with disabilities.</p> <p>Process must be accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communication supports upon request.</p>	Human Resources	<p>A feedback process has been established and is included in the Company's Customer Service Standards Policy.</p> <p>Employees have received training on the Policy and feedback process.</p> <p>Notice of the feedback process is provided on the Company's website.</p>	Complete and ongoing

<p>Make feedback process available to the public.</p> <p>Prepare one or more written documents describing the policies and on request, give a copy of any such document to any such person.</p> <p>Notify persons to whom it provides goods, services or facilities that the documents are available upon request.</p>			
<p>Accessible Formats & Communication Supports</p> <p>Provide, or arrange for the provision of, information in document(s) describing policies with respect to the Customer Service Standards in an Accessible Format or with Communication Supports upon request in a timely manner that takes into account the person's accessibility needs and at no additional cost.</p> <p>Consult with person to determine suitability of format or support.</p>	<p>Human Resources</p>	<p>Employees have received training about the obligations to provide the documents required by the Customer Services Standards and the need to provide Accessible Formats and Communications Supports upon request.</p> <p>Notice of the availability of documents and of Accessible Formats and Communication Supports is provided on the Company's website.</p>	<p>Complete and ongoing</p>