

KingSett Capital Accessibility Plan

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Introduction

This Accessibility Plan outlines the policies and actions that KingSett Capital Inc. (“KingSett”) has put in place to prevent and remove barriers for persons with disabilities, and to meet the requirements Ontario’s *Accessibility for Ontarians with Disabilities Act (AODA)*.

Statement of Commitment

KingSett is committed to maintaining workplaces characterized by professionalism and respect for the dignity of all individuals. Every employee is expected to respect the diversity of other employees, investors, third parties and other stakeholders with whom they interact. We are committed to meeting the accessibility needs of persons with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility by meeting accessibility requirements under the AODA. KingSett has incorporated accessibility into existing and new policies and will review its accessibility policies on an ongoing basis.

Accessible Emergency Information

KingSett will provide employees with disabilities with individualized emergency response information when necessary. The Company is also committed to providing our clients and stakeholders with publicly available emergency information in an accessible way, as applicable and upon request.

Training

KingSett has provided training to all Ontario employees on Ontario’s accessibility laws and requirements. As soon as practicable, newly hired employees will be provided with the training required in order to comply with the AODA Customer Service Standard.

The Company will maintain records of all training, including the dates the training was provided and the individuals who received the training.

Support for Persons with Disabilities

KingSett recognizes the principles of independence, dignity, integration and quality of opportunity, and the importance of openly communicating and responding to disabled clients’ needs in order to provide them with excellent service. We will make every effort to provide accessibility and accommodation in ways that take into account the person’s disability and accessibility needs. For example, the Company will:

- accommodate an individual’s assistive devices that help them perform everyday tasks;
- welcome service animals on our premises that are open to the public and other third parties to the extent permitted by law;
- welcome support persons who accompany a person with a disability.

Information and Communications

KingSett is committed to meeting the communication needs of persons with disabilities. We will consult with persons with disabilities to determine their information and communication needs.

KingSett will ensure compliance with the required criteria of Web Content Accessibility Guidelines (WCAG) 2.0 Level AA, by January 1, 2020.

KingSett will continue to ensure that feedback processes are accessible to persons with disabilities, including providing accessible formats and communication supports, upon request.

Employment

KingSett is committed to maintaining workplaces characterized by professionalism and respect for the dignity of its employees, where all individuals have an equal opportunity to reach their potential, free of discrimination, including harassment and violence.

KingSett has put policies and/or processes in place to:

- Provide training to those involved in hiring processes, on AODA requirements and disability-related requirements in the recruitment process;
- Notify employees and members of the public that, when requested, KingSett will accommodate persons with disabilities during the recruitment and assessment process;
- Notify successful applicants of KingSett's policies for accommodating persons with disabilities during their offer of employment, and on an ongoing basis should there be changes to KingSett's policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability;
- Determine suitable accommodation, by consulting with the employee, that takes into account the employee's accessibility needs due to a disability;
- Arrange for the provision of accessible formats and communication supports for employees upon request and in consultation with the employee;
- Develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability;
- Ensure the accessibility needs of employees with disabilities are taken into account during performance management and career development;
- Prevent and remove other accessibility barriers as or if identified.

Public Spaces

KingSett will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to service-related elements such as service counters and waiting areas.

Disruption of Service

In the event of a service disruption, we will notify the public of the service disruption and of alternatives available, as appropriate. Depending on the disruption, notice will be placed on our front door and/or our website and/or our main telephone line.

Plan Review

This plan will be reviewed and updates made as required, every five years.

Questions/Feedback

For more information on this accessibility plan or to request an alternate format of this document, or our AODA Policy, please contact:

KingSett Capital
Attention: Corporate Secretary
Toronto-Dominion Centre, TD Bank Tower
66 Wellington Street West, P.O. Box 163
Suite 4400, Toronto, Ontario M5K 1H6
Tel: 416.687.6700
Fax: 416.687.6701