

Multi-Year Accessibility Plan

Introduction

Samfiru Tumarkin LLP (“STLAW”) is committed to providing our legal services to all individuals. We continue to work hard in removing and preventing barriers so persons with disabilities feel they are treated with dignity and respect. To achieve this, STLAW is committed to complying with Canada’s accessibility laws, including the *Accessibility for Ontarians with Disability Act, 2005* (“AODA”), as well as the Integrated Accessibility Standards Regulation (“IASR”), and the recently passed *Accessible British Columbia Act* and any other legislations expected to be introduced, such as the Accessible Canada Act.

Statement of organizational commitment

STLAW is committed to providing equal treatment and opportunity to all individuals. We are committed to accommodating clients and employees in their preferred method of communication as best we can so to ensure that the needs of persons with disabilities are met in a timely manner. Our aim is to prevent and remove barriers that would stop anyone from accessing our services or employment opportunities.

This Multi-Year Accessibility Plan is reviewed and updated every five years. It outlines STLAW’s policies, achievements, and actions. Our aim is to demonstrate STLAW’s commitment to provide all persons with disabilities equal access to our services and employment opportunities. In this regard, STLAW is committed to implementing accessibility initiatives in the areas of customer service, training, information and communications, and employment standards.

Accessibility under the AODA

I. General Requirements

i. Emergency Information

STLAW aims to make accessible, to the best of our abilities, emergency information, plans, or public safety information for employees with disabilities, and will do so upon request. In the event a person with a disability needs further specified assistance to access emergency information and/or respond to an emergency, and assuming they have provided their consent for us to assist further, we aim to provide a designated employee, who has had some training in such circumstances, with accommodating emergency response information. STLAW will also work to document any issues of accessibility to emergency information and/or in providing accommodation for individualized emergency response; this will help to ensure that similar future situations can be addressed promptly and barrier-free.

ii. Accessibility policies and plans

STLAW is committed to the incorporation of the IASR into our firm's policies and procedures. We are working to ensure that our company principles and processes, including employment standards, information and communication, and client services are reviewed regularly by our Human Resources department and Management team. When necessary, accessibility policies and plans are modified and updated to uphold our standards of accessibility as per the IASR. This helps to ensure that our approach and standards of business conduct work toward removing and preventing barriers to all persons with disabilities. Policies and plans that shape and affect STLAW's practices and procedures pertaining to accessibility will continue to be included in our onboarding process and sent to new employees via email. These policies and plans are also available to all company members at any time through a shared document system. STLAW continues to review these policies and plans regularly. Through company-wide emails, we inform employees of any modifications of the policies and provide a copy of the modified policy.

iii. Training

STLAW aims, to the best of our abilities, to train employees, within their respective roles and responsibilities, on accessibility and the inclusion of persons with disabilities. Our goal is to ensure that employees treat all persons with disabilities with dignity and respect, and that those persons have access to our services or the recruitment process. One such way to achieve this is by guiding our employees as they receive accommodation requests from persons with disabilities.

iv. Customer Service

Accessibility, especially in customer service, starts with the attitude and perspective of asking, "how can I help?". To achieve this, STLAW is committed to implementing changes should circumstances arise and require, accommodating and providing to the best of our abilities our legal services to persons who use assistive devices, service animals, and/or support persons. In the event our premises are unable to accommodate a disability requiring any of these forms of assistance, STLAW will provide other resources and support to ensure the person with the disability receives our legal services barrier-free.

II. Information and Communication Standard

STLAW is committed to ensuring all persons with disabilities are acknowledged and that their needs are met in a timely and positive manner. We aim, to the best of our abilities, to consult with persons with disabilities in their requested mode of communication to determine how best to proceed with providing them equal access to our services.

STLAW continues to work toward ensuring measures are taken to provide information and communication through alternative modes of accessibility, including:

Offering alternative ways of communicating and providing information to a client with a disability upon request, including email consultations and/or video calls to allow us to provide those persons with our legal services barrier-free.

Informing and encouraging our website users to request receiving information and communication through alternative modes for accessibility.

Documenting and reporting any issues or barriers identified within our processes and communication, including through constructive feedback from persons with disabilities who have used our services.

As STLAW grows, we aim to take the following steps that will allow us to provide our legal services to persons with disabilities, particularly through developing and improving our accessibility to information and communication:

Assess the accessibility of our existing website, including organization, formatting, and content.

Consult with individuals requesting alternative formats.

Notify our website viewers and users when alternative, accessible formats are available upon request.

Encourage feedback from clients and employees regarding the accessibility of our website and other forms of information and communication provided by STLAW.

III. Employment Standard

i. Recruitment

STLAW aims, to the best of our abilities, to maintain diverse, inclusive, and accessible employment practices that attract and retain persons with disabilities. We are committed to taking the following steps to accommodate persons with disabilities throughout the recruitment and onboarding processes:

Ensure that our recruitment process is fair and accessible, including notifying through our website and other job postings that accommodations will be made throughout the recruitment process, upon request.

Ensure that persons with disabilities are acknowledged when requests are made to accommodate the hiring process.

Document accessibility requests and accommodations to ensure we continue to progress and update our accessibility practices.

ii. Return to Work

STLAW aims, to the best of our abilities, to accommodate an employee returning from an absence due to a disability. In these circumstances, we will work with the returning employee to develop and document a return-to-work process that outlines how STLAW can accommodate the returning employee to ensure they can continue in their role and responsibilities.

iii. Performance Management and Career Development

STLAW is committed to providing, to the best of our abilities, equal opportunities for growth and development within our firm for all persons with disabilities. We aim to ensure that the needs and/or requested accommodations of our employees are considered when addressing performance management or career development. We encourage all employees to provide feedback anytime throughout the year and aim to provide the opportunity to further discuss accessibility and accommodations for employees through questionnaire surveys and meetings at end-of-year annual reviews.

Contact Details

For more information on this accessibility plan, please contact:

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Standard and accessible formats of this document are available upon request.