



EVEREST CLINICAL RESEARCH MULTI-YEAR ACCESSIBILITY PLAN

Everest Clinical Research Corporation (Everest) is committed to meeting its obligations under the *Ontario Human Rights Code*, the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*, the *Americans with Disabilities Act, 1990 (ADA)* and the *Law of the People's Republic of China on Protection of Disabled Persons, 1990*. Accordingly, we aim to have a workplace that upholds the principles of dignity, independence, integration, and equal opportunity by creating an inclusive workplace for all individuals including those with a disability. To that end, Everest will ensure that corporate policies, procedures, and practices are free from any physical or systemic barriers and are respectful to all employees.

Everest policies, procedures, and practices are in accordance with related legislation including general requirements, information and communications, customer service, employment, and design of office spaces. This Information is available upon request in standard and accessible formats.

Everest will review the success of our Multi-Year Accessibility Plan on an ongoing basis and update it at least once every five years.

Our Multi-Year Accessibility Plan may be offered in standard and accessible formats.

Year	Activity	Status
2013	Establish Accessibility Standard for Customer Service in Accordance with The Accessibility for Ontarians with Disabilities Act 2005 (AODA) and include in policy training plans for all employees.	Complete
2016	Establish Employment Standards in accordance with the AODA including notifying employment candidates regarding accommodations available in the recruitment process.	Complete
2017	Establish Accessible Workplace Policy in accordance with the AODA and Ontario Human Rights Code and include in training plans for employees.	Complete
2017	Establish Individual Job Accommodation Process.	Complete
2017	Establish Return to Work Processes.	Complete
2020	Expand Accommodations to allow employees to work from home.	Complete
2020	Update website to maintain compliance.	Complete
2021	Establish Work from Home Policy.	Complete
2023	Update Accessible Workplace and related policies and include in training plans for employees.	Complete



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Year	Activity	Status
2024	Enhance training content on Ontario Human Rights Code and AODA and train/assign to employees.	Complete
2025	Enhance accessibility options in office environment and review and update emergency procedures following office renovations.	
2026	Review additional accessibility formats and technology to be offered in line with the Information and Communications Standard.	
2027	Review and update accessibility options and formats for employment candidates and employees in line with the Employment Standard.	
2028	Review and update accessibility options offered as part of individual accommodation plans.	

Everest welcomes feedback on our accessible workplace practices and encourages you to forward comments to our Corporate Head Office via any of the following methods. If you may need other accessible options, please contact us to make arrangements.

Email	corporate.communications@ecrscorp.com
Phone	(905) 752-5222
Mail	675 Cochrane Drive, East Tower, 4 th Floor, Markham, ON, Canada, L3R 0B8
In Person	675 Cochrane Drive, East Tower, 4 th Floor, Markham, ON, Canada, L3R 0B8