ACCESSIBILITY PLAN: 2nd Half 2024

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Consultations

Internal Consultation

Canadian Fiber Optics Corp. intends to carry out an internal survey among its employees, including those with disabilities, to gain insight into their experiences and any obstacles they may have encountered. The surveys will be conducted internally during the third quarter of 2024 and will guarantee anonymity and confidentiality.

Internal Consultation Plan for Canadian Fiber Optics Corp.:

1. **Establish Communication Channels:**
    - Implement regular team meetings, both departmental and cross-functional, to facilitate open communication.
    - Set up an internal messaging platform (e.g., Slack, Microsoft Teams) for real-time communication and quick updates.
    - Create an anonymous suggestion box or feedback mechanism to encourage participation from all employees.
2. **Define Objectives and Scope:**
    - Clarify the purpose of internal consultation: What issues or decisions will be subject to consultation, and what outcomes are desired?
    - Identify key stakeholders who should be involved in the consultation process, considering both hierarchical and cross-functional perspectives.
3. **Develop Consultation Processes:**
    - Outline the steps involved in the consultation process, including how feedback will be collected, analyzed, and acted upon.

- Designate responsible individuals or teams to manage the consultation process and oversee the implementation of feedback.

4. **Conduct Initial Employee Survey:**
   - Launch a company-wide survey to gather baseline feedback on employee preferences, concerns, and ideas for improvement.
   - Use the survey results to identify common themes or areas requiring further exploration through targeted consultation efforts.
5. **Implement Focus Groups or Workshops:**
   - Organize focus groups or workshops to delve deeper into specific topics identified in the initial survey.
   - Facilitate discussions to generate ideas, gather insights, and solicit feedback from participants.
6. **Provide Training and Resources:**
   - Offer training sessions or resources to equip employees with the skills and knowledge needed to actively participate in the consultation process.
   - Ensure that employees understand the purpose of consultation, their role in providing feedback, and how their input will be used.
7. **Communicate Consultation Outcomes:**
   - Share regular updates on the progress of consultation efforts, including summaries of feedback received and actions taken in response.
   - Be transparent about the decisions made based on consultation outcomes, highlighting how employee input has influenced the company's direction.

External Consultation

Canadian Fiber Optics Corp. looks to engage with a diverse range of stakeholders to gather feedback on policies, regulations, and initiatives that related to telecommunications, and in Canada. Task to be completed in Q3 of 2024.

External Consultation Plan for Canadian Fiber Optics Corp.:

1. **Identify Stakeholders:**
   - Government agencies
   - Industry stakeholders (telecom companies, broadcasters, internet service providers)
   - Consumer advocacy groups
   - Indigenous communities
   - Academia and research institutions
   - General public
2. **Define Objectives:**
   - Obtain feedback on current CRTC policies and regulations.
   - Identify emerging issues and trends in the broadcasting and telecommunications sectors.
   - Foster transparency and public trust in the CRTC decision-making process.
3. **Select Consultation Methods:**
   - Public hearings and consultations
   - Online surveys
   - Focus groups with diverse stakeholders
   - Webinars and virtual town halls
   - Written submissions and comments

4. **Develop Communication Plan:**
    - Establish a dedicated webpage for consultation announcements and resources.
    - Utilize social media platforms and email newsletters to reach a broad audience.
    - Collaborate with media outlets to raise awareness of consultation opportunities.
5. **Prepare Materials:**
    - Develop discussion papers or consultation documents outlining key issues and questions.
    - Create accessible materials in multiple languages and formats.
    - Provide educational resources to help stakeholders understand complex regulatory topics.
6. **Engage Stakeholders:**
    - Promote consultation opportunities through targeted outreach efforts.
    - Host information sessions or webinars to provide context and answer questions.
    - Encourage diverse participation by actively seeking input from underrepresented groups.
7. **Facilitate Consultation Sessions:**
    - Provide clear guidelines and timelines for participation.
    - Foster respectful and inclusive dialogue among stakeholders.
    - Ensure that consultation processes accommodate different time zones and scheduling constraints.
8. **Analyze Feedback:**
    - Systematically review all feedback received through consultations.
    - Identify common themes, concerns, and recommendations.
    - Consider the potential impact of proposed changes on various stakeholders.
9. **Report Findings:**
    - Compile a comprehensive report summarizing consultation results.
    - Clearly communicate how stakeholder feedback will inform CRTC decision-making.
    - Publish the report on the CRTC website and distribute it to stakeholders.
10. **Implement Recommendations:**
    - Use consultation findings to inform the development or revision of CRTC policies and regulations.
    - Provide updates to stakeholders on how their input has influenced decision-making.
    - Monitor and evaluate the effectiveness of implemented changes over time.
11. **Evaluate Effectiveness:**
    - Solicit feedback from stakeholders on the consultation process itself.
    - Assess whether consultation efforts have led to more informed and inclusive decision-making.
    - Identify areas for improvement in future consultation initiatives.
12. **Sustain Engagement:**
    - Maintain ongoing communication with stakeholders between formal consultation periods.
    - Seek opportunities for collaboration and partnership with key stakeholders on relevant issues.
    - Continuously adapt consultation methods to ensure relevance and effectiveness over time.

Employment

Current Practices

- **No Barriers for employment**
- **Accessibility in place at our head Office and GP Office**
- **Employment Structure**

- Remote
- In-Office
- Hybrid

The Built Environment

Current Practices

- **Head Office**
  - Accessibility chair available to access 2nd floor
- **GP Office**
  - Most offices located on the main floor, limited office on the second floor
- **Workstations and Office Layout**
  - Desk Accessibility- YES
  - Adjustable-height desks- YES.
  - Sufficient space for wheelchair maneuvering.
  - Common Areas- YES
  - Ensure accessibility in meeting rooms, break rooms, and kitchens- YES
- **Emergency Evacuation:**
  - Develop and communicate an accessible emergency evacuation plan - YES
- **Physical Environment**
  - Entrances and Exits- YES
  - Ensure all entry and exit points are accessible- YES
  - Install automatic doors where necessary- YES
- **Pathways and Corridors:**
  - Maintain clear and wide pathways- YES
  - Ensure floors are slip-resistant - YES
  - Restrooms- YES
  - Equip restrooms with accessible stalls and fixtures – YES
- **Parking:**
  - Provide designated accessible parking spots- YES
- **Signage:**
  - Use clear, large print, and braille on signs- YES

Information And Communication Technologies

Current Practices

- **Technology and Communication Assistive Technologies:**
  - Canadian Fiber Optics Corp. offers screen readers, magnifiers, and various assistive devices to support the success of all employees. We are dedicated to collaborating with each employee to provide necessary accommodations for their individual needs.
- **Software Accessibility:**
  - At Canadian Fiber Optics Corp., we guarantee that our software and digital tools are compatible with assistive technologies. Primarily, we utilize SAAS applications, which predominantly rely on Microsoft Windows as the primary display tool, ensuring seamless integration with Microsoft Windows accessibility settings.

- **Website and Intranet:**
    - We are currently in the process of rebuilding our digital platforms to comply with the Web Content Accessibility Guidelines (WCAG). This includes our corporate website and the intranet for our employees.

The Procurement Of Goods And Services And Facilities

Current Practices

- **Both Head Office and GP Office**
    - Accessibility mentioned above on both locations.

Review and Update

- **Plan Review:**
    - Reviews of the accessibility plan – Once per Quarter (Management Meeting)
    - Update the plan based on feedback, new regulations, and technological advancements – On a quarterly basis (Management Meeting)

Support Services:

- **Visitor Services:** Offer accessible visitor services to ensure everyone can fully participate in events and activities – IN-PLACE
- **Employee Assistance Programs (EAP):** Offer counseling and support services to help employees manage personal and work-related issues – IN PLACE
- **Disability Sensitivity Training:** To conduct regular training sessions to educate all employees about disability awareness and etiquette – ON-GOING
- **Ergonomic Workstations:** Providing adjustable desks, chairs, and computer equipment to accommodate various physical needs- IN PLACE
- **Flexible Work Arrangements:** Allow remote work, and flexible hours to accommodate medical appointments or varying energy levels.

Conclusion

In conclusion, Canadian Fiber Optics Corp.'s accessibility plan is a strategic initiative aimed at ensuring all digital platforms are inclusive and accessible to everyone, in line with WCAG standards. By rebuilding our corporate website and employee intranet, we are committed to enhancing user experience, promoting equal access, and fostering an inclusive environment. This plan reflects our dedication to accessibility and our proactive approach to meeting regulatory requirements and supporting all users, including those with disabilities. We will continue to monitor, review, and improve our platforms to maintain high accessibility standards and provide a seamless digital experience for all.