
Message from the CEO

Geosyntec Consultants International, Inc. (Geosyntec) is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. By removing barriers to accessibility, the Company commits to giving individuals with disabilities equal opportunity and access to services to allow them to benefit from the same services, in the same place and in a similar manner, as those without a disability.

We are steadfast in our commitment to maintaining an inclusive, equitable, and collaborative work environment, where employees are supported in delivering their best. Through mentoring and career growth opportunities, we provide an environment positioned to help ensure we retain top tier talent and develop future leaders of the Company.

Every employee is a key contributor to our success and achievement of an inclusive health and safety culture. It is through your active participation in learning about and putting health, safety, accessibility practices into action every day that we can deliver on our vision of zero harm to employees, partners, and the environment.

Best regards,
Peter Zeeb
CEO, Geosyntec

Introduction

At Geosyntec, we are dedicated to fostering an inclusive, equitable, and diverse environment for all our employees, clients, partners, and the communities we serve, as outlined on our company website: [Inclusion, Diversity & Equity \(geosyntec.com\)](https://www.geosyntec.com/inclusion-diversity-equity)

As part of Geosyntec's commitment to accessibility, our multi-year accessibility plan outlines our strategy and the actions that have been and will be implemented to prevent and remove barriers and to meet our requirements under the Accessibilities for Ontarians with Disabilities Act (AODA). This multi-year accessibility plan focuses on our initiatives in respect of the AODA's Accessibility Standards including:

- Customer service
- Information and communications
- Policies and training
- Employment
- Design of Public Spaces
- Feedback

This accessibility plan outlines the steps we are taking to meet those requirements and to improve opportunities for people with disabilities. Our plan shows how we will play our role in making Ontario an accessible province for all Ontarians. We train employees as soon as practicable after being hired and provide training in respect of any changes to policies. We maintain records of the training provided including the dates on which the training was provided and the number of individuals to whom it was provided. The plan is reviewed and updated at least once every 5 years.

Past Achievements to Remove and Prevent Barriers

Geosyntec has completed the following accessibility initiatives.

Customer Service:

Geosyntec has policies and procedures in place to comply with the AODA Information and Communications Standard and the Employment Standard including a Statement of Commitment to:

- Treat individuals with disabilities in a way that maintains their dignity and independence.
- Provide individuals with disabilities equal opportunity and access to services to allow them to benefit from the same services, in the same place and in a similar manner as those without a disability.
- Provide individuals with disabilities with publicly available emergency information in an accessible and/or alternative format, upon request.
- Provide employees with disabilities with individualized emergency response information when necessary.
- Have an established method for collecting and providing feedback on our AODA policies and procedures, and for providing notice of temporary disruptions to services or facilities for individuals with disabilities.
- Welcome individuals with disabilities who are accompanied by a support person or service animal on the parts of our premises that are open to the public or other third parties.
- Ensure that all employees, volunteers and others are properly trained in how to interact with individuals with disabilities who are accompanied by a support person or service animal.
- Train all employees as soon as practical on Ontario's accessibility laws and on the Human Rights Code as it relates to individuals with disabilities.

Information and Communications:

We train employees on how to interact and communicate with individuals with various types of disabilities.

- We consult with individuals with disabilities to determine their information and communication needs and communicate with them in ways that take into account their disability.
- When asked, we provide information and communications materials in accessible formats or with communication supports. This includes publicly available information about our services and facilities, as well as publicly available emergency information, including printed documents and information provided to the public on web sites and handheld devices.

Employment:

We ensure that employees and the public are notified and aware that accommodations for applicants with disabilities are available upon request. This includes job applicants selected to participate in an assessment or selection process.

- The company website provides information and instructions for requesting accommodations during the application process.
- When requested, we can arrange for the provision of suitable accommodation(s), in consultation with the applicant, and in a manner that takes into account the applicant's accessibility needs.
- We notify employees that accommodations are available for individuals with disabilities.
- Where needed, we can develop individual accommodation plans and provide customized workplace emergency information to help employees with a disability during an emergency.
- We ensure the accessibility needs of employees with disabilities and their individual accommodation

plans are taken into account when assessing an employee's performance, when discussing career development and advancement, and when redeploying an employee.

- Employees may contact Human Resources to request an accommodation if needed to perform the essential functions of their job.

Policies and Training:

Geosyntec has implemented policies and practices and on-going training on the requirements of Ontario's accessibility laws and on the Human Rights Code as it relates to individuals with disabilities to all Ontario-based employees and interns who deal with the public or third parties on our behalf, including employees involved in the development of policies, plans, practices and procedures related to the provision of our services. Employees are trained as soon as practical, typically within the first month of employment.

Design of Public Spaces:

Geosyntec does not operate any spaces in Ontario that are available to the public but acknowledges that visitors to our offices will travel through common spaces such as lobbies, hallways, elevators etc., in buildings where we maintain offices. Geosyntec will work with building management to ensure compliance when moving or making major modifications to our office spaces, and when we become aware of any non-compliance with the AODA.

- In 2017, during reconstruction of our Guelph office, we addressed and resolved accessibility issues in our office bathroom and outdoor patio.
- During reconstruction of the Guelph, Waterloo, Cambridge, and Toronto offices, we ensured to meet all accessibility standards including but not limited to wheelchair accessible entrances, accessible bathrooms, and hallways.

Feedback:

We welcome your comments, questions and suggestions about the provision of services to people with disabilities. Please contact Human Resources at 561-995-0925 or hr@geosyntec.com to share your comments or request a copy of our Accessible Customer Service Standard or public safety information.

Strategies and Actions

Customer Service:

Geosyntec is committed to providing accessible customer service to people with disabilities. This means that we will provide goods, services and facilities to people with disabilities with the same high quality and timeliness as others.

Geosyntec will review AODA policies and procedures on an ongoing basis, review this accessibility plan at least every five years, and continue to provide training to all new hires and all employees if policies or processes change.

Information and Communications:

Geosyntec is committed to making our information and communications accessible to people with disabilities. We will continue to train all employees and interns on an ongoing basis on how to communicate with individuals with disabilities including providing individuals with disabilities with publicly available emergency information in an accessible and/or alternative format, upon request, and notifying the public and employees of any disruptions in services that may impact individuals with disabilities.

Geosyntec is committed to developing an individual plan as needed for employees who have a disability within each of our office locations.

Employment:

Geosyntec is committed to fair and accessible employment practices. We will abide by our equal employment policies in recruitment and employment on an ongoing basis, as communicated in our Employee Handbook, company intranet, and company website including, providing information and instructions in alternate formats when requested, developing individual accommodation plans, providing customized workplace emergency plans as needed, ensuring the accessibility needs of employees with disabilities and their individual accommodation plans are taken into account when assessing an employee’s performance, when discussing career development and advancement, and when redeploying an employee.

Policies and Training:

Geosyntec will continue to implement policies and practices and on-going training on the requirements of Ontario’s accessibility laws and the Ontario Human Rights Code as it applies to people with disabilities.

We will continue to train all new employees and interns on an ongoing basis on AODA policies, on how to interact and communicate with individuals with disabilities, including those needing assistive devices or support animals or persons, and train all employees when changes are made to any of our policies or procedures.

Design of Public Spaces:

As Geosyntec continues to grow into new or updated spaces, including our Ottawa office buildout in the next few months, we will look for leases that comply with AODA standards for accessibility and work with our landlords to identify barriers and potential improvements.

For More Information

For more information on this accessibility plan, please contact Human Resources at 561-995-0925 or hr@geosyntec.com.

Our accessibility plan is publicly posted on our website at: <https://geosyntec.com/careers/eo-and-affirmative-action>

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