

KIA CANADA – MULTI-YEAR ACCESSIBILITY PLAN

Statement of Commitment

Kia Canada Inc. is committed to providing a barrier-free environment for all stakeholders including our clients/customers, employees, job applicants, suppliers, and any visitors who may enter our premises, access our information, or use our services. As an organization, we respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act (2005)*, and its associated standards and regulations.

Kia Canada Inc. understands that we have a responsibility for ensuring a safe, dignified, and welcoming environment for everyone. We are committed to ensuring our organization’s compliance by incorporating accessibility legislation into our policies, procedures, equipment requirements, training, and best practices. We will review these policies and practices annually, as organizational changes occur, or in anticipation of compliance deadlines. In addition, we will strive to meet the needs of individuals with disabilities in a timely and effective manner.

Providing an accessible and barrier-free environment is a shared effort, and as an organization, Kia Canada Inc. is committed to working with the necessary parties to make accessibility for all a reality. For more detailed information on our accessibility policies, plans, and training programs, please contact the Human Resources department.

General Requirements

ACTION	TIMELINE					Responsibility
	Jan 1 2014	Jan1 2015	Jan 1 2016	Jan 1 2017	Ongoing	
Establishment of accessibility plans including ongoing maintenance	X				X	Human Resources
Create, post and maintain accessibility plans	X				X	Human Resources
Provide training to employees on the AODA standards and the Human Rights code as it relates to AODA		X			X	Human Resources

KIA CANADA – MULTI-YEAR ACCESSIBILITY PLAN

Information and Communication Standards

ACTION	TIMELINE					Responsibility
	Jan 1 2014	Jan1 2015	Jan 1 2016	Jan 1 2017	Ongoing	
Ensure that processes for receiving and responding to feedback are accessible		X			X	HR/IT/After Sales/Marketing/CE
Notify the public about the availability of accessible formats and communication supports.		X			X	HR/IT/ After Sales/Marketing/CE
Websites and internet content must conform with WCAG 2.0	X				X	Human Resources/IT

Employment Standards

ACTION	TIMELINE					Responsibility
	Jan 1 2014	Jan1 2015	Jan 1 2016	Jan 1 2017	Ongoing	
<u>Workplace Emergency Response</u> - Provide individualized workplace emergency response information to employees who have a disability					X	HR
<u>Workplace Emergency Response</u> - Review the individualized workplace emergency workplace information as necessary due to an employee move or change in accommodation needs					X	HR
<u>Recruitment</u> : notify employees and the public about the availability of accommodation for applicants with disabilities in the recruitment process			X		X	HR
<u>Recruitment</u> : notify applicants that accommodations are accessible upon request in relation to materials or processes to be used in the recruitment process. Consult with and provide to the applicant suitable accommodation as required.			X		X	HR

KIA CANADA – MULTI-YEAR ACCESSIBILITY PLAN

Employment Standards

ACTION	TIMELINE					Responsibility
	Jan 1 2014	Jan1 2015	Jan 1 2016	Jan 1 2017	Ongoing	
<u>Recruitment</u> : When making offers of employment KCI will notify the successful applicant of its policies for accommodating employees with disabilities.			X		X	HR
KCI will inform employees of policies used to support those employees with disabilities. KCI will also provide this information to new employees as soon as possible after they begin their employment with KCI.			X		X	HR
When requested, KCI will provide employees the information that is needed to perform their job and information that is generally available to employees in the workplace in an accessible format			X		X	HR
KCI will create and implement a written process for the development of documented individual accommodation plans for employees with disabilities.			X		X	HR
KCI will develop and implement a return to work process and plan for those employees who have been absent from work due to a disability			X		X	HR
During the performance management process, KCI will take into account the accessibility needs of employees with disabilities			X		X	HR
KCI will take into account the accessibility needs of employees with disabilities when providing career development and advancement programs and opportunities			X		X	HR