



SYMANTEC (CANADA) CORPORATION ACCESSIBILITY POLICY INTEGRATED ACCESSIBILITY STANDARDS

Statement of Commitment.

meeting the accessibility needs of people with disabilities in a timely manner and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the *Accessibility for Ontarians with Disabilities Act, 2005*. In that regard, Symantec has established an accessibility policy and a multi-year accessibility plan to meet its obligations under Regulation *Accessibility for Ontarians with Disabilities Act, 2005*.

The (S) (Symantec) (c) (2) (7) (of) (5) (Accessibility) (1) (that) (0) (people) (7) (with) (disabilities, visible or invisible, are given goal is to make reasonable efforts to provide services in such a way that the key principles of independence, dignity, integration and equality of opportunity for persons with disabilities are respected.

Application. This policy applies to all employees, volunteers and agents of Symantec who interact omers, clients, suppliers, provided in an accessible format upon request.

Multi-Year Accessibility Plan. -Year Accessibility Plan outlines a phased-in strategy to prevent and remove barriers and meet its requirements under the Regulation. On or before January 15, 2016, Symantec will post the plan on its website and will provide it in an ac425.95 49.63Tmnt



Accessible Formats and Communication Supports. By January 1, 2016, Symantec will, upon request, provide or arrange for accessible formats and communication supports for persons with disabilities as follows:

- (i)
- (ii) At a cost that is no more than the regular cost charged to other persons;
- (iii) In consultation with the person making the request and determine suitability of an accessible format or communication support;
- (iv) By notifying the public about the availability of accessible formats and communication supports.

Unconvertible Information or Communications. If Symantec determines that information or communications are unconvertible, Symantec will provide the person requesting the information or communication with,

- (i) an explanation as to why the information or communications are unconvertible; and
- (ii) a summary of the unconvertible information or communications.

Information or communications are unconvertible if,

- (i) it is not technically feasible to convert the information or communications; or
- (ii) the technology to convert the information or communications is not readily available.

Emergency Information. If Symantec prepares emergency procedures, plans or public safety information and makes the information available to the public, Symantec shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

Website Accessibility. Symantec will make any new internet website and web content on those sites conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 initially at Level A and increasing to Level AA. By January 1, 2021 all internet website and web content will conform with WCAG 2.0 Level AA.

Employment Standards. Symantec will comply with the requirements of the Employment Standards in the Regulation by January 1, 2016. The Employment Standards apply with respect to employees, and not volunteers or other non-paid individuals.

Recruitment. Symantec will notify employees and the public about the availability of accommodations for applicants and employees, as the case may be with disabilities as follows:

- (i) During the recruitment process, when job applicants are individually selected to participate in the recruitment process;
- (ii) During the recruitment process, when job applicants are individually selected to participate in the recruitment process;





Performance Management, Career Development and Advancement and Redeployment. Performance management processes related to assessing and improving employee performance, productivity and effectiveness will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans.

Symantec will take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans when providing career development and advancement to its employees. Career development and advancement includes providing additional responsibilities







Redeployment process, if any exist at Symantec, takes into account accessibility needs	HR and HR Legal	Ongoing	January 1, 2016
DESIGN OF PUBLIC SPACES			
Meet the standards for the design of public spaces when building or redeveloping public spaces	Facilities & Facilities Legal	Under review in process	January 1, 2017