

# Multi-Year Accessibility Plan

KGK Science Inc.

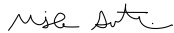
2024

## Message from CEO

Our company strives to promote a safe and accessible workplace both to our employees and to the participants in our clinical trials. The Accessibility for Ontarians with Disabilities Act (AODA) and the Integrated Accessibility Standard Regulation (IASR) was enacted to develop, implement, and enforce Accessibility Standards in order to achieve accessibility for Ontarians with disabilities with respect to:

- Information and Communication
- Employment
- Design of Public Spaces
- Customer Service
- Transportation

The requirements of AODA and the IASR are not a replacement or a substitution for the requirements established under the Ontario Human Rights Code or the Workplace Safety and Insurance Act. Under AODA the IASR, we are required to establish, implement, maintain and document a multi-year accessibility plan. This plan outlines our strategy to identify, prevent and remove accessibility barriers and meet our requirements under the IASR.



Najla Guthrie

CEO, KGK Science Inc.

## Introduction

KGK Science Inc. strives to meet the needs of its employees and customers with disabilities and is working hard to remove and prevent barriers to accessibility.

KGK Science Inc. is committed to fulfilling our requirements under the Accessibility for Ontarians with Disabilities Act, 2005. 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. The plan is reviewed and updated at least once every 5 years. We train every person as soon as practicable after being hired and provide training in respect of any changes to the policies

We maintain records of the training provided including the dates on which the training was provided and the number.

## Section 1. Past Achievements to Remove and Prevent Barriers

### *Customer Service*

KGK provides equitable customer service to its potential study participants through the use of online screening questionnaires as well as phone and in-person screening. Accessible copies of clinical trial documents are available upon request in Large Print and Read Aloud versions.

### *Employment*

KGK is an equitable employer and offers work from home employment for many staff. Our clinic and office are physically accessible. Policies are in place to accommodate disabilities by working with employees to provide reasonable accommodations and/or provide a job which is suitable for their needs.

### *Training*

KGK has incorporated accessibility training into its onboarding process.

### *Design of Public Spaces*

KGK Science moved to a new location in 2022. The space is located on the ground floor of a large building and was designed with support barrier free public access. In particular, doorways and the in-suite washroom facility were designed to meet accessibility standards.

## Section 2. Strategies and Actions

### *Customer Service*

Equitable customer service – Review and update customer service policies to be more inclusive and promote the delivery of accessible customer service through improved designs and accessible formats.

### *Information and Communications*

Digitally-inclusive communications – Update website to meet AODA requirements and improve accessible forms of documentation for both employees and clients/participants.

### *Employment*

Inclusive employment – streamline and integrate employment accommodation

### *Training*

Accessibility training will continue for onboarding

### *Design of Public Spaces*

Any changes to public spaces will be made with the intent of removing physical barriers.

**For More Information**

For more information on this accessibility plan, please contact at

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Our accessibility plan is publicly posted at [kgkscience.com](http://kgkscience.com)

Standard and accessible formats of this document are free on request from

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# Multi-Year Accessibility Plan - 2024

Final Audit Report

2024-03-06

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