

## ARCTIC WOLF ACCESSIBILITY STATEMENT

### **Statement of organizational commitment**

Arctic Wolf 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. We believe in integration, and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the *Accessibility for Ontarians with Disabilities Act* and Ontario's accessibility laws.

### **Training**

We are committed to training staff and volunteers in Ontario's accessibility laws and aspects of the Ontario *Human Rights Code* related to persons with disabilities.

We will train our employees on accessibility as it relates to their specific roles.

### **Information and communications**

We will communicate with people with disabilities in ways that consider their disability. When asked, we will provide information about our organization and its services, including public safety information, in accessible formats or with communication support.

We will also have and will continue to undertake and prioritize efforts to meet internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws.

### **Employment**

We will notify employees, potential hires and the public that accommodations can be made during recruitment and hiring.

We will notify staff that supports are available for those with disabilities. We will put in place a process to develop individual accommodation plans for employees.

Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency.

Our performance management, career development and redeployment processes will consider the accessibility needs of all employees.

### **Changes to existing policies**

We will modify or remove an existing policy that does not respect and promote the dignity and independence of people with disabilities.

## ARCTIC WOLF ACCESSIBILITY PLAN

### Introduction

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

Our organization is committed to fulfilling our requirements under the *Accessibility for Ontarians with Disabilities Act*. This accessibility plan outlines the steps Arctic Wolf is taking to meet those requirements and to improve opportunities for people with disabilities.

Our plan shows how Arctic Wolf will play its role in making Ontario an accessible province for all Ontarians.

Arctic Wolf is committed to fostering a welcoming, accessible, respectful, and inclusive environment ensuring equal access and participation for people with disabilities. In conjunction with Arctic Wolf's Diversity, Equity and Inclusion initiative, Arctic Wolf has established the following tenants in the operation of its business:

#### Mission:

- Having a diverse environment gives us strength. Diversity comes in many forms to include but not limited to race, gender, beliefs, socioeconomic status, and ideas. Fostering an inclusive culture where diversity can thrive is important to the sustainable health of Arctic Wolf. Inclusion is an environment where the diversity of every employee is embraced and celebrated. Arctic Wolf is committed to not only embracing diversity and inclusion internally but also creating an impact in our local communities.

#### Vision:

- Help create strategic accountability for results, provides governance and oversight on diversity efforts, and promotes company-wide communication on progress. With the long-term outcome to integrate the D&I program with Arctic Wolf's mission, operations, strategies, and business objectives.

#### Values:

- Diversity: A company with different races, ethnicities, genders, ages, religions, disabilities, and sexual orientations along with other differences, for example, in education, personalities, skill sets, experiences, and knowledge bases.
- Inclusion: A collaborative, supportive, and respectful environment that encourages the participation and contribution of ALL employees.

### Section One: Past Achievements to Remove and Prevent Barriers

Arctic Wolf has completed the following accessibility initiatives:

#### Information and Communications

Arctic Wolf initiated a significant effort to update its website located at <https://arcticwolf.com> in an effort to meet internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements.

Arctic Wolf established a Diversity, Equity and Inclusion Committee which is focused on ensuring that our culture continues to foster an environment where all employees are respected and valued.

## **Employment**

Arctic Wolf is an Equal Opportunity Employer and considers applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetics, or any other basis forbidden under federal, provincial, or local law.

### **Section Two: Strategies and Actions**

For 2021:

- Arctic Wolf will continue to review all internal and external communications and develop a plan to improve accessibility of such content. Such plan will further outline the timeline for completion of the conversion of our current content and future content from an accessibility perspective.
- Ongoing, Arctic Wolf will continue to review and improve its policies and processes to ensure continued compliance with accessibility requirements.
- Ongoing, Arctic Wolf will continue its employee training initiatives related to accessibility.
- Ongoing, Arctic Wolf will continue its Diversity, Equity and Inclusion Committee efforts which includes ensuring that our business environment respects, values and accommodates people with disabilities.
- Arctic Wolf will revise this plan to account for long term accessibility targets for the organization.

## **Customer Service**

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

We will provide all employees with LinkedIn Learning access which will be accessible in accordance with the accessibility requirements to continue training on demand and assign business groups learning paths for development growth in the organization.

## **Information and Communications**

Arctic Wolf is committed to making our information and communications accessible to people with disabilities.

We have established and will continue to a process to review all information and communications on a quarterly basis to ensure we remain up to date with our accessibility requirements.

## **Employment**

Arctic Wolf is committed to fair and accessible employment practices.

Ongoing, we will continue our practice of having all employees sign off on an annual basis to our Code of Conduct and to our Accessible Use Policy.

## **Training**

Arctic Wolf is committed to providing training in the requirements of Ontario's accessibility laws and the Ontario *Human Rights Code* as it applies to people with disabilities.

All new hires are assigned training DEI training within their first week of employment through our internal LMS system and is audited monthly for completion.

## **For More Information**

For more information on this accessibility plan, please contact Kristina Thielen, Director of People Experience at: 612-504-2463 or at [kristina.thielen@arcticwolf.com](mailto:kristina.thielen@arcticwolf.com).

Our website and social media addresses are: [www.arcticwolf.com](http://www.arcticwolf.com) or [www.facebook.com/arcticwolfnetworks](https://www.facebook.com/arcticwolfnetworks) or [www.twitter.com/AWNnetworks.com](https://www.twitter.com/AWNnetworks.com) or <https://www.youtube.com/c/ArcticWolfNetworks> or <https://www.linkedin.com/company/arctic-wolf-networks>.

Standard and accessible formats of this document are free on request from Kristina Thielen at [kristina.thielen@arcticwolf.com](mailto:kristina.thielen@arcticwolf.com).