



# Multi-year Accessibility Plan for NAVBLUE Inc.,

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## NAVBLUE COMMITMENT

NAVBLUE Inc. is committed to working towards full compliance with current standards of the Integrated Accessibility Standards Regulation (IASR) Policy, Regulation 191/11, under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). We affirm our commitment to providing quality services in a manner that respects the dignity and independence of persons with disabilities.

Our Multi-Year Accessibility Plan outlines our approach to establish accessibility for persons with disabilities.

It will be referred to as “The Plan” throughout this document.

## Background

### Description of NAVBLUE

NAVBLUE, Inc. is a leading global provider of flight operations solutions, serving more than 350 airlines and aviation services customers. NAVBLUE’s product suite includes aeronautical charts, navigation data solutions, flight planning, aircraft performance software (take-off/landing, weight, and balance), and crew planning solutions. Many of NAVBLUE’s products can be configured as part of an Electronic Flight Bag solution, including take-off data calculation, weight and balance, and aeronautical charts. These products, supported by NAVBLUE’s AS9100 and ISO: 9001 certifications, directly support millions of flights each year and help NAVBLUE customers maximize efficiency, reduce costs, ensure compliance with complex national and international safety regulations, and effectively deliver their services.

### Accessibility Plan

The following chart identifies initiatives and projects that NAVBLUE will be undertaking, starting in 2014 to achieve accessibility for Ontarians by 2025. This Multi-Year Accessibility policy was last reviewed January 1, 2021.

Accessibility Initiative	Action	Completion Date
Establishment of Accessibility Policy	Create policies that government how the organization achieves accessibility through meeting	January 1, 2014

	<p>requirements outlined in the regulation. Ensure Accessibility Policy is updated to include Customer Service and IASR standards</p>	
Training	<p>NAVBLUE will provide training to employees on Accessibility Standards and on the Human Rights Code as it relates to people with disabilities. We ensure employees are provided with the training needed to meet current standards and legislation:</p> <ul style="list-style-type: none"> <li>• Provide educational or training resources in an accessible format that takes into account the accessibility needs of a person with a disability.</li> <li>• Ensure new employees complete training in a timely manner</li> <li>• Keep and maintain a database of the training participant's names and dates of completion</li> </ul>	March 1, 2019
Accessible Formats and Communication Supports	<p>Upon request, NAVBLUE will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities. NAVBLUE will work with the individuals and accommodate the suitable accessible format.</p>	January 1, 2014
Feedback	<p>As needed, NAVBLUE will update our current process for requesting feedback including alternative methods of feedback if it does not meet the needs of the individual.</p>	January 1, 2015 (In Progress)

Recruitment, Assessment and Selection Process	<p>Ensure website and job postings include that we will accommodate people with disabilities</p> <p>During the recruitment process, NAVBLUE will notify job applicants when they are individually selected for an interview that accommodation will be available upon request. If a selected applicant requests for accommodation, NAVBLUE will consult with the applicant and arrange for suitable accommodation.</p>	January 1, 2016
Notice to Successful Applicants	NAVBLUE when making an offer will notify successful applicants of our process and a policy is provided prior to joining in the Employee Handbook.	January 1, 2016
Informing Employees of Supports	In addition to receiving the Accommodation policy in an Employee Handbook prior to joining, NAVBLUE provides information on accommodation and training on their first day of employment	January 1, 2016
Workplace Emergency Response Information	NAVBLUE will provide individualized workplace emergency response information to employees who have a disability if we are aware of the need for accommodation. A process and request form are established and will be provided upon hearing if any employee requires accommodation. The	January 1, 2016

	<p>individual plan will be reviewed on an annual basis, if there is a change in accommodation needs and or the employee relocates to a new building office.</p>	
<p>Documented Individual Accommodation Plans</p>	<p>We will have in place a written process for the development of documented individual accommodation plans for employees with disabilities. The documents will comply with all elements listed in the Regulation.</p>	<p>January 1, 2016</p>
<p>Return to Work Process</p>	<p>NAVBLUE's return to work policy after an employee is off work due to disability is closely aligned with the recommendation from Sunlife. NAVBLUE is committed to providing accommodated duties where possible to support the return.</p>	<p>January 1, 2016</p>
<p>Performance Management</p>	<p>NAVBLUE will modify the performance review process to ensure forms and conversations are accommodated accordingly when notified or if there is an awareness of any employee with a disability.</p>	<p>January 1, 2016</p>
<p>Career Development &amp; Advancement</p>	<p>NAVBLUE will take into account the accessibility needs of our employees with disabilities as well as any individual accommodation plans when providing career development and advancement to our employees.</p> <p>Ensure all future developed training and materials have the</p>	<p>January 1, 2016</p>



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	option to accommodate anyone with a disability.	
Redeployment	Ensure transfer and redeployment practices and processes account for any accommodation needs.	January 1, 2016