



Introduction

CMC Microsystems is committed to the full inclusion and participation of persons with disabilities. In keeping with our commitment to meet the accessibility needs of persons with disabilities, the organization will take steps to facilitate the identification, removal, and prevention of barriers to persons with disabilities to ensure access to CMC Microsystems’ goods, services, facilities, accommodation, employment, buildings, structures, and premises.

This accessibility plan outlines the steps CMC Microsystems is taking to remove and prevent barriers to accessibility.

Continuous Improvement Action Plan for 2023-2026

Customer Service

Task	Target Completion Date	Responsible
All employees and volunteers will receive updated training every three years at minimum (last training Oct. 2022)	October 2025	HR Coordinator
Accessibility training will be provided for all new employees as part of on-boarding	On-going	HR Coordinator

Information and Communications

Task	Target Completion Date	Responsible
Review and update website accessibility statement	December 2023, 2024, 2025	Director, Common Services
Internet web content must conform with standards <ul style="list-style-type: none"> Review webpage colour and contrasts and take appropriate action as needed. Review all videos and update captioning as needed and ongoing. Review all graphics and update for descriptive captions written in plain language. 	June 2024 August 2024	Manager, Outreach



Accessibility Plan Update December 2023

<ul style="list-style-type: none"> • Provide text alternatives for non-text content (alt for images). • Clearly indicate required form fields and provide error messages on screen if there is an input error. 	<p style="text-align: center;">December 2024</p> <p style="text-align: center;">December 2024</p> <p style="text-align: center;">Ongoing</p>	
<p>Review website and print material to ensure statements are included indicating information is available in accessible formats upon request</p>	<p style="text-align: center;">December 2023, 2024, 2025</p>	<p>Manager, Outreach</p>
<p>Increased content in accessible formats</p> <ul style="list-style-type: none"> • Review and update use of audio/video content on website and social media • Review and update captioning on videos • Review and update use of visual/graphic content 	<p style="text-align: center;">Ongoing</p> <p style="text-align: center;">Ongoing</p> <p style="text-align: center;">Ongoing</p>	<p>Manager, Outreach</p>

Employment and Recruiting

Task	Target Completion Date	Responsible
Annual review of accessibility and EDI statements used in job postings	November 2023, 2024, 2025	HR Coordinator
Update of accommodation process	December 2025	Director, Common Services
Poll staff to identify accessibility/assistance needs in the case of an emergency	January 2024, 2025, 2026	HR Coordinator
Pilot use of video job ads	September 2024	HR Coordinator

Public Spaces



Accessibility Plan Update December 2023

Task	Target Completion Date	Responsible
Conduct an accessibility evaluation of the organization's emergency exit procedures	December 2024, 2005, 2026	H&S Team

Other

Task	Target Completion Date	Responsible
Accessibility Policy review and update	March 2025	Director, Common Services

Standard and accessible formats of this document are available on request.

For more information on this accessibility plan, please contact:

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