



## KORN FERRY (CA) LTD MULTI-YEAR ACCESSIBILITY PLAN FOR ONTARIANS WITH DISABILITIES

Last updated: Dec 2023

### **Scope and Purpose**

Through the establishment of the Multi-Year Accessibility Plan for Ontarians with Disabilities and supporting policy, procedures and practices that respect the dignity and independence of persons with disabilities, Korn Ferry (CA) Ltd (“Korn Ferry”) is reflecting our commitment to sound governance, accountability and focus on service excellence in fulfilling the mission to always strive to meet or exceed expectations.

This accessibility plan outlines the steps we are taking to meet requirements of the Accessibility for Ontarians with Disabilities Act 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.

Each new employee is provided with a copy of the policy upon hire, and we provide training in respect of any changes to the policies.

Korn Ferry is committed to providing people with disabilities the same opportunity to access our services and allowing them to benefit from the same services, in the same place and in a similar way as other clients. To ensure support for and compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and relevant regulations, Korn Ferry will make reasonable efforts to ensure that it provides accessible service to people with disabilities and respects the core principles of independence, dignity, integration and equal opportunity. This plan and our policy applies to the Canadian employees at Korn Ferry and its affiliates.

### **Past Actions that have Removed and Prevented Barriers for Employees.**

- The introduction of Bluetooth enabled desk phones to assist employees using hearing aids.
- Use of large format monitors to assist employees with vision impairments.
- Option to purchase larger screened phones, i.e., iPhone 14 Plus.
- Provision of other equipment as necessary to assist employees with other disabilities.



## **Ongoing Strategies and Actions**

### **Principles**

**Dignity:** Services are provided in a way that allows the person with a disability to maintain self-respect and the respect of other people.

**Equal Opportunity:** Services provided to a person with a disability in such a way that they have an opportunity to access the services provided by Korn Ferry or services equal to that provided to others.

**Independence:** When a person with a disability has the freedom to do things on their own without unnecessary help or interference from others.

**Integration:** Services provided in a way that allow the person with a disability to benefit from the same services, in the same place and in the same or similar way as other people, unless an alternate measure is necessary to enable a person with a disability to access goods or services.

### **Accessible Communication**

Korn Ferry and its employees shall communicate with people with disabilities in ways that consider each person's particular disability. Should Korn Ferry be requested to provide a person with a disability information made available to the public by Korn Ferry, Korn Ferry shall consider the communication needs of the individual and provide the information in an agreed upon format.

### **Accessible Customer Service**

Korn Ferry shall make reasonable efforts to ensure that our policies, procedures, and practices are amended from time to time and are consistent with the following principles by establishing a set of guidelines in support of this plan.

1. Services shall be provided in a manner that respects the dignity and independence of persons with disabilities.
2. The provision of services to persons with disabilities and others shall be integrated unless an alternate measure is necessary, whether temporarily or permanent, to enable a person with a disability to obtain, use or benefit from the goods or services.
3. Persons with a disability shall be given an opportunity equal to that given to others to obtain, use and benefit from the services.



## **Assistive Devices**

Korn Ferry is committed to serving people with disabilities who use assistive devices. We shall endeavor to become familiar with the various assistive devices used by people with disabilities and shall be flexible in facilitating their use to access our services.

Korn Ferry permits people with disabilities to use and keep with them their own personal assistive device to obtain, use or benefit from the services offered by Korn Ferry.

A person with disability may use an assistive device such as, but not limited to, wheelchairs, walkers, white canes used by people who are blind or have low vision, note taking devices, portable magnifiers, recording machines, assistive listening devices, personal oxygen tanks etc.

When interacting with a person with a disability who may use one or more assistive devices, we will ensure the person is permitted to enter the premises with the device and to use the device to access services. We will not lean or reach over an assistive device. We will remove potential barriers to the use of assistive devices where possible.

## **Training**

Korn Ferry will provide training to our employees who deal with clients, vendors, or other third parties on our behalf.

Employees will be trained in their role in our organization to satisfy the requirements of the Accessibility for Ontarians with Disabilities Act.

Employees will also be trained when changes are made to our accessibility plan.

## **Responsibilities**

Korn Ferry is responsible for reviewing this plan every 5 years and recommending amendments to ensure ongoing compliance with regulated accessibility standards and legislated obligations. Korn Ferry shall provide advice and direction on the implementation of this plan.

## **Notice of Availability of Documents**

This plan shall be publicly available on [www.kornferry.com](http://www.kornferry.com) and on the internal Fuse intranet site.

Korn Ferry shall provide upon request a copy of this plan as required and in an accessible form suitable for the person requesting the information. If other related policies are enacted from time to time, the company will also review those policies.



### **Further Information**

For more information on this accessibility plan, please contact the company:

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