Kepler Multi-Year Accessibility Document (2026–2030)

Kepler Communications Inc.
In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and Ontario Regulation 191/11 (IASR)

Statement of Commitment

Kepler Communications Inc. is committed to providing an inclusive, barrier-free workplace that respects dignity, independence, integration, and equal opportunity for persons with disabilities.

Kepler maintains internal accessibility compliance documentation and provides required accessibility-related information to employees, contractors, auditors, and regulatory bodies upon request.

Kepler is a private organization and is not open to the public. Accessibility information is communicated internally rather than through public-facing postings.

This plan will be reviewed and updated at least once every five (5) years and made available in accessible formats upon request.

Accessibility Policies

Kepler maintains internal policies that support accessibility, including:

- Code of Conduct & Ethics (Equal Opportunity commitments)

- Anti-Harassment and Violence Policy

- Customer Service Policy (aligned with dignity, independence, integration, and equal opportunity principles)

These policies are reviewed during onboarding and communicated internally.

Kepler Communications Inc.

Multi-Year Accessibility Plan (2026–2030)

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and Ontario Regulation 191/11 (IASR)

Topic	Description	Action	Status	Completion Date
Statement of Commitment	Commitment to inclusive, barrier-free workplace respecting dignity, independence, integration, and equal opportunity. Private organization; accessibility information communicated internally.	Maintain internal compliance documentation; provide accessibility information upon request; review plan every 5 years; provide accessible formats upon request.	Implemented	Ongoing (Review by 2030)
Accessibility Policies	Internal policies supporting accessibility: Code of Conduct, Anti-Harassment & Violence Policy, Customer Service Policy.	Maintain and communicate policies; review during onboarding; update as required. Employees are required to sign all internal policies during onboarding and updates.	Implemented	Ongoing
Training – IASR & Human Rights Code	Accessibility training includes AODA standards, Human Rights Code, and internal policies. Provided to employees, volunteers, policy developers, and service providers.	Deliver training via mandatory onboarding (Day 1); provide refreshers; maintain training records (dates, attendees, content. Current data to be imported to our HRIS system.	Implemented	Ongoing

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Topic	Description	Action	Status	Completion Date
Accessible Feedback Process	Organization not open to public; feedback accepted through direct internal contact. Feedback will be acknowledged and responded to in a timely manner	Accept feedback via: • accommodation@kepler.space • PandC@kepler.space; consult with individuals; provide accessible formats at no additional cost.	Implemented	Ongoing
Accessible Formats & Communication Supports	Provide accessible information upon request in a timely manner.	Acknowledge requests promptly, taking into account the person's accessibility needs; consult on preferred format; provide at no extra cost; consider technical, operational, and security needs.	Implemented	Ongoing
Recruitment – Accessibility Practices	Accessibility practices are embedded within recruitment processes and documented through internal procedures. A standalone recruitment accessibility policy will be formalized by 2027.	Include Employment Equity & Accommodation Statement in job postings; consult individually with applicants; implement accommodations confidentially.	Implemented	Ongoing (Standalone policy by 2027)
Notice to Successful Applicants	Inform successful candidates of accommodation supports.	Include accommodation language in offer templates.	Implemented	Ongoing
Individual Accommodation Plans	Consultative approach to workplace accommodations consistent with Human Rights Code.	Develop confidential accommodation plans; consider operational/security requirements; review when circumstances change.	Ongoing	Ongoing

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Topic	Description	Action	Status	Completion Date
Workplace Emergency Response	Documented Emergency Evacuation Response Plan for 24 Ward Street location. Includes defined emergency roles.	Maintain emergency plan; train Fire Marshals, Zone Captains, Wardens; review accessibility needs during quarterly drills; provide individualized emergency support when required. Individualized workplace emergency response information will be provided to employees with disabilities where required.	Implemented & Operational	Ongoing (Quarterly drills)
Emergency Accessibility Integration	Consider accessibility needs in emergency planning.	Employees notify P&C/JHSC confidentially; ensure trained personnel assist individuals; communicate roles on need-to-know basis; review when circumstances change.	Implemented	Ongoing
Service Animals	Service animals are permitted for employees, contractors, and authorized visitors except in restricted clean room environments due to safety and operational requirements.	Permit service animals in authorized areas; assess requests individually; provide alternative accommodations when restricted.	Implemented	Formal standalone policy by 2027
Notice of Temporary Disruptions	Internal notice process for service or facility disruptions.	Communicate via email/internal messaging; include reason, duration, alternative arrangements; post signage when required.	Implemented	Ongoing
Facility & Physical Accessibility (Tenant-Controlled Premises)	Kepler operates in leased premises; no control over base-building infrastructure. Structural changes require landlord approval.	Address accessibility within tenant-controlled areas; escalate structural concerns to landlord; participate in feasibility discussions; provide alternative accommodations when required.	Implemented (within control)	Ongoing

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Monitoring & Continuous Improvement (2026–2030)

Over the next five years, Kepler will:

- Formalize standalone written policies for:

  - Service animals
  - Recruitment accessibility

- Continue quarterly emergency drills with accessibility review Maintain

- training compliance and recordkeeping Review this plan by 2030 or earlier if

- legislative changes occur Continue integrating accessibility into onboarding

- and policy development

Feedback and Additional Information

If you have any questions or want additional information on this plan, please contact:

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This document is available in an alternative format upon request.

Kepler Communications Inc.