

Killam Apartment REIT ('Killam') is committed to inclusion, providing equal access, and encouraging participation for people with disabilities. We will remove and prevent barriers, provide accessible options in a timely manner, and meet our accessibility requirements under federal and provincial law.

Killam is committed to fulfilling its current and ongoing obligations under provincial human rights codes respecting non-discrimination, and its obligations under the Accessibility for Ontarians with Disabilities Act, 2005 ('AODA'). It is recognized that Killam's responsibility under AODA does not substitute or limit its obligations under the Ontario Human Rights Code or obligations to people with disabilities under any other law.

Section	Requirement	Status
Part 1	General	
1-3	Development of accessibility policies and statement of commitment Killam's accessibility policies and statement of organizational commitment can be found on Killam's website www.killamreit.com	Complete
1-4	Accessibility plan We have developed an accessibility plan that is available to the public.	Complete
1-6	Self-Service kiosks In all developments and major renovation projects, self-service kiosks, such as debit machines, laundry machines and parking machines shall be placed in accessible locations.	Ongoing
1-7	Training AODA training is mandatory for all Killam employees in Ontario. We also provide additional opportunities for employees to participate in diversity and inclusion training specific to persons with disabilities.	Ongoing
Part 2	Information & Communication	
2-11	Feedback process At Killam, we ensure that communication is available in multiple formats and accessible for persons with disabilities. We respond to feedback in a timely manner, and provide alternative communication methods initially, and by request. Multiple feedback options are available on our employee intranet, and our corporate website. Electronic and voice mail options are available on signage and advertisements.	Ongoing
2-12	Accessible formats and communication support Killam will, upon request, provide or arrange for the provision of accessible formats and communication support for persons with disabilities in a timely manner and at a cost that is no more than the regular cost charged to other persons.	Ongoing

Section	Requirement	Status
2-13	Public safety information Public safety information is available upon request.	Available upon request.
2-14	Web accessibility (WCAG 2.0, Level AA) Website accessibility assessment is currently included in website design and maintenance. Ongoing review and audit of website will allow for greater opportunities in website accessibility. Ongoing improvements are necessary to reach full compliance with the WCAG 2.0 Level AA standard, and such compliance is being sought in our current website upgrade.	Ongoing <i>Target completion 2022</i>
Part 3	Employment Standards	
3-22	Recruitment, general Killam's intent to provide accessible options for job applicants is stated on our job postings and in other corporate material.	Complete
3-23	Recruitment, assessment, and selection Recruiters and other human resources practitioners are required to inform selected applicants of accessible options for the selection process. Human resources team members are required to participate in education and training opportunities to support diverse recruitment and inclusive hiring practices.	Ongoing
3-24	Recruitment, notice to successful applicants Killam employees, upon hire, are notified of all policies and procedures, including diversity and inclusion, and accessibility policies. All employees are informed of their requirement to participate in AODA training as part of their orientation to the organization.	Ongoing
3-25	Informing employees of supports Job postings include a commitment to accessibility in recruitment and selection process. Potential employees will be provided reasonable supports, as requested, to participate in the recruitment and selection process.	Complete
3-26	Accessible formats and communication support for employees Accessible formats and communication support will be provided upon request.	Ongoing
3-27	Individual emergency workplace response Individual emergency workplace response plans are prepared for employees as required, and preparations made, as necessary to support employees in case of an emergency.	Ongoing
3-28	Individualized accommodation plans Employees requiring accommodation will collaborate with human resources to determine an individualized accommodation plan. Employees will participate in initial discussions, as well as a check-in meeting to determine if accommodations have been successful or if further support is required.	Ongoing

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3-29	<p>Return to work process A formal return-to-work process exists related to workplace injury/illness and can currently be used interchangeably for return-to-work planning as it relates to individuals with accessibility needs. An accessibility-focused return-to-work process is current under development and expected to be complete by year end 2021.</p>	<p>Ongoing <i>Completion target December 2021</i></p>
3-30	<p>Performance management Individual accommodation requirements are considered in the performance management process. Options for dictation or other language or literary requirements will be proactively provided in the 2022 annual performance process.</p>	<p>Ongoing, <i>2022 program update</i></p>
3-31	<p>Career development Killam managers and human resources professionals are required to take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.</p>	<p>Ongoing</p>
Part 4	<p>Transportation Standards: Not applicable</p>	