



Employee Handbook

Policy # 4.2 CHAPTER #4

SUBJECT: Workplace Accessibility Standards Policy

Issue Date: March 6, 2023

Revision Date: NA

POLICY #4.2 ● WORKPLACE ACCESSIBILITY STANDARDS POLICY

~ Regional Policy ~

The content of the following Chapter represents the Corporate Culture and Philosophy of Venus Concept, but will require specific Regional review and input with regard to local legal statutes.

These standards are developed to break down barriers and increase accessibility for persons with disabilities in the areas of information and communications and employment.

1. STATEMENT OF COMMITMENT

Venus Concept is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration, and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and by meeting our accessibility requirements, including those requirements under applicable legislation.

VENUS Canada

Main Office

235 Yorkland Blvd, Suite 900

Toronto, ON M2J 4Y8 Canada

T +1.888.907.0115 | F +1.855.907.0115



2. PURPOSE

The purpose of this Workplace Accessibility Standards Policy is to establish a process by which Venus Concept can actualize its commitment to ensuring equal access and participation for people with disabilities. As appropriate this Policy will be considered in light of Venus Concept's other policies that may apply, including in relation to equity and accommodation.

3. ACCESSIBILITY PLAN

Venus Concept will develop, maintain, and document an Accessibility Plan outlining the company's strategy to prevent and remove barriers from its workplace and to improve opportunities for persons with disabilities.

The Accessibility Plan will be reviewed and updated at least once every five years, and will be posted on the company's website. Upon request, Venus Concept will provide a copy of the Accessibility Plan in an accessible format.

4. TRAINING EMPLOYEES AND VOLUNTEERS

Venus Concept will ensure that training is provided on the requirements of the accessibility standards referred to in the Regulation and continue to provide training on the Human Rights Code as it pertains to persons with disabilities, to:

- all its employees and volunteers;
- all persons who participate in developing Venus Concept's policies; and,
- all other persons who provide goods, services, or facilities on behalf of the company

The training will be appropriate to the duties of the employees, volunteers, and other persons.

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Employees will be trained when changes are made to the accessibility policy. New employees will be trained as part of the orientation process.

Venus Concept will keep a record of the training it provides.

5. CUSTOMER SERVICE

Venus Concept is committed to complying with applicable legislation (including human rights legislation and accessibility legislation) as it relates to customer service and communication to the public. Please refer to Venus Concept's Accessible Customer Service Policy.

INFORMATION AND COMMUNICATION STANDARDS

6. FEEDBACK

Venus Concept will continue to ensure that its process for receiving and responding to feedback is accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communications supports, upon request.

7. ACCESSIBLE FORMATS AND COMMUNICATION SUPPORTS

Upon request, Venus Concept will provide, or will arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person's accessibility needs due to disability.

Venus Concept will consult with the person making the request in determining the suitability of an accessible format or communication support.

Venus Concept will also take reasonable steps to notify the public about the availability of accessible formats and communication supports.

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8. ACCESSIBLE WEBSITES AND WEB CONTENT

Venus Concept will ensure that our Internet websites, including web content, conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level AA except where this is impracticable.

EMPLOYMENT STANDARDS

9. RECRUITMENT

Venus Concept will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process.

10. RECRUITMENT, ASSESSMENT OR SELECTION PROCESS

Venus Concept will notify job applicants, when they are individually selected to participate further in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used.

If a selected applicant requests an accommodation, Venus Concept will consult with the applicant and provide, or arrange for the provision of, a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability to the point of undue hardship, in accordance with applicable human rights legislation.

11. NOTICE TO SUCCESSFUL APPLICANTS

When making offers of employment, Venus Concept will notify the successful applicant of its policies for accommodating employees with disabilities.

12. INFORMING EMPLOYEES OF SUPPORTS

Venus Concept will continue to inform its employees of its policies (and any updates to those policies) used to support employees with disabilities, including policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. This information will be provided to new employees as soon as practicable after commencing employment.

13. ACCESSIBLE FORMATS AND COMMUNICATION SUPPORTS FOR EMPLOYEES

Upon the request of an employee with a disability, Venus Concept will consult with the employee to provide, or arrange for the provision of, accessible formats and communication supports for information that is needed to perform his/her job, and information that is generally available to other employees. In determining the suitability of an accessible format or communication support, Venus Concept will consult with the employee making the request.

14. WORKPLACE EMERGENCY RESPONSE INFORMATION

Venus Concept will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and if Venus Concept is aware of the need for accommodation due to the employee's disability. Venus Concept will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the employee requires assistance, Venus Concept will, with the consent of the employee, provide the workplace emergency response information to the person designated by Venus Concept to provide assistance to the employee.



Venus Concept will review the individualized workplace emergency response information when the employee moves to a different location in the organization, when the employee's overall accommodations needs or plans are reviewed.

15. DOCUMENTED INDIVIDUAL ACCOMMODATION PLANS

In conjunction with Venus Concept's Workplace Accommodations on the Basis of Disability Policy, Venus Concept will maintain a written process for the development of documented individual accommodation plans for employees with disabilities.

If requested, information regarding accessible formats and communications supports provided will also be included in individual accommodation plans.

In addition, the plans will include individualized workplace emergency response information (where required) and will identify any other accommodation that is to be provided.

16. RETURN TO WORK PROCESS

Venus Concept maintains a documented return to work process for its employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work. The return-to-work process outlines the steps Venus Concept will take to facilitate the return to work and will include documented individual accommodation plans as part of the process.

This return-to-work process will not replace or override any other return to work process created by or under any other statute (i.e., the Workplace Safety Insurance Act, 1997).

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17. PERFORMANCE MANAGEMENT, CAREER DEVELOPMENT AND ADVANCEMENT & REDEPLOYMENT

Venus Concept will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement to employees, or when redeploying employees.

18. DEFINITIONS

“Accessibility” means giving people of all abilities opportunities to participate fully in everyday life. It is used to describe how widely a service, product, device, or environment is available to as many people as possible. Accessibility can be seen as the ability to access and benefit from a system, service, product, or environment.

“Barriers” are obstacles that limit access and prevent people with disabilities from fully participating in society. Most barriers are not intentional. Barriers usually arise because the needs of people with disabilities are not considered from the beginning.

“Disability” Venus Concept adopts the definition for disability that is in applicable human rights legislation.

“Venus Concept” refers to both Venus Concept Canada Corp. and Venus Concept USA Inc.

19. QUESTIONS ABOUT THE POLICY

This policy has been developed to break down barriers and increase accessibility for persons with disabilities in the areas of information and communications and employment. If anyone has a question about the policy, or if the purpose of a policy is not understood, an explanation will be provided by your direct supervisor. Feedback and inquiries can also be provided by a email to accessibility@venus.ai