



## Accessibility Plan and Policies for Barclays Toronto Office

This 2021-26 accessibility plan outlines the policies and actions that Barclays has and will put in place to improve opportunities for people with disabilities in its Toronto, Ontario office. It applies to all employees of Barclays Capital Canada Inc. (BCCI) who work in Ontario.

### Statement of Commitment

Globally, Barclays is committed to being a disability confident organisation and to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. In our Toronto office, we are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act (AODA).

Kindly reference the below link for further information on Accessibility at Barclays:

<https://now.barclays.com/WCP/content/intranet/en/workplace/accessibility-at-barclays.html>

### Accessible Emergency Information

Barclays is committed to providing employees with available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary. A formalized plan has been created and is available in accessible or easily convertible formats upon request.

### Training

Barclays will provide training to employees and other staff members in its Toronto office on Ontario's accessibility laws (AODA) and on the Ontario Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees and other staff members.

Barclays will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws:

- Conduct an AODA training session for all staff during 2022;
- Include AODA topics in on boarding training for staff hired in Toronto.

### Information and communications

Barclays is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities and with the Barclays Disabilities Employee Network (Reach) to determine the information and communication needs of people with disabilities.

Barclays.com, the Barclays public website, is currently WCAG 2.0 AA compliant. All changes to this website will continue to meet this accessibility standard. Currently BCCI does not have its own Canadian website.

Barclays will take the following steps to ensure existing feedback processes in Ontario are accessible to people with disabilities upon request:

- Survey existing feedback processes;
- Review processes and ensure accessibility.

Barclays will take the following steps to make sure all publicly available information in Ontario is made accessible upon request:

- Inventory publicly available information;
- Ensure that, by type of information, accessible or easily convertible formats are available upon request.

## Employment

Barclays is committed to fair and accessible employment practices.

We have taken or will take the following steps to notify the public and staff that, when requested, Barclays will accommodate people with disabilities during the recruitment and assessment processes and when people are hired.

- We have posted on all recruitment websites contact information (jobaccess@barclays.com) for candidates to request accommodation for all stages of recruitment and interviewing;
- We will train recruiting and HR staff on reasonable accommodations policies as part of Employee Relations training conducted periodically in branch offices, including the Toronto office on an ongoing basis; and
- We will notify all successful candidates for employment in the Toronto office of our policies for accommodating employees with disabilities on an ongoing basis.

Barclays will take the following steps to develop and put in place a process for developing individual accommodation plans for all employees in the Toronto office who request a reasonable accommodation based on disability:

- Barclays has a Reasonable Accommodations policy and process for persons with disabilities which are implemented through the Employee Relations Team and the Barclays Medical Director;
- Barclays will document this policy as a formal process for developing individual accommodation plans and make available in accessible or easily convertible formats for employees of the Toronto office; and
- Document actions taken and notify employees via the Barclays Intranet and HR Portal of the existence and contact points for the Reasonable Accommodations policy.

Barclays will take the following steps to document its existing return-to-work policies for employees that have been absent due to a disability:

- As part of its short and long-term disability policies Barclays has return-to-work policies which include accommodations for persons with disabilities which are implemented through the Employee Relations Team, the Benefits Team and the Barclays Medical Director;
- Barclays will document this policy as a formal return-to-work for individuals with disabilities policy and make available in accessible or easily convertible formats for employees of the Toronto office; and
- Document actions taken and notify employees via the Barclays Intranet and HR Portal of the existence and contact points for the return-to-work policy.

We will take the following steps to ensure the accessibility needs of employees with disabilities are taken into account for all Barclays performance management, career development and redeployment processes for employees of the Toronto office:

- Review all performance management, learning and career development systems and intranet sites;
- Ensure that, by type of information, accessible or easily convertible formats are available upon request; and
- Document actions taken.

Barclays will take the following steps to prevent and remove other accessibility barriers identified:

- Barclays will provide, or arrange for the provision of, accessible formats and communication supports to employees of the Toronto office for information needed to perform their jobs and information that is generally available in the workplace;
- Consult with the Barclays Disabilities Employee Network group (Reach) for identification of existing or potential barriers; and
- Work with Reach to suggest solutions for implementation.

This Accessibility Plan replaces the 2014 – 2021 Accessibility Plan which has expired.

For more information on this accessibility plan or for accessible formats of this document, please contact Maria Gabriel at:

Phone: +1 416 863 8902

Email: [maria.gabriel@barclays.com](mailto:maria.gabriel@barclays.com)

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