cegid

Accessibility

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1. INTRODUCTION

This document describes CEGID's ambitions regarding the accessibility of its CEGID Talentsoft software platform and the plan implemented over the years 2019-2023 to meet the targeted objectives.

The means employed range from technical work included in the CEGID Talentsoft product roadmap to training and awareness-raising actions for the teams in charge of the product and its development. Consequently, this document also describes the plan's communication materials intended for CEGID customers.

This plan, drawn up on 28 February 2019, has since been adjusted on the basis of the following factors:

○ Regulatory changes

○ Development and launch of new products by CEGID

○ Optimisation of the development effort

2. STATE OF PLAY AND GUIDING PRINCIPLES

2.1. Principles

CEGID offers a comprehensive Talent management software suite organised into 12 modules. The CEGID Talentsoft modules – with some variations depending on the module – generally include features intended for employees (Front Office) and for Human Resources staff (Back Office). Employees mainly access the CEGID Talentsoft features via a portal named My Talentsoft.

Following the audits carried out by Tanaguru on the My Talentsoft portal, CEGID conducted an internal analysis of the work to be done in order to achieve ambitious compliance. It appears that successively bringing the features into compliance implies a long-term project with little chance of success, given that:

○ The application scope changes as the product evolves

○ The technologies used vary

○ The legal aspects evolve

To enable effective and efficient compliance, the following guiding principles have been adopted:

○ Certain critical features will be directly brought into compliance in order to have the earliest impact possible for the users concerned

○ The development framework used by all CEGID Talentsoft teams will be brought into compliance: it is currently undergoing a major evolution, and taking accessibility requirements into account will make it possible to rationalise actions as much as possible

○ Non-critical features will be progressively brought into compliance via the evolution of the above-mentioned development framework

○ New features – developed in accordance with the CEGID Talentsoft development framework – will be compliant from their creation

2.2. Technical implementation

The development actions to be carried out to ensure the compliance of CEGID Talentsoft with accessibility standards include several areas of work:

○ HTML structure of the application's web pages

• Element IDs

• Menus

• Alternatives to images/icons

○ Management of keyboard actions

○ Colours used in the graphic charter

As above-mentioned, the processing of these various areas of work will be carried out through two channels:

○ End-to-end processing of specific pages

○ Bringing the components used on all CEGID Talentsoft pages into compliance

The first area of work is aimed at short to medium term compliance and will focus on the sensitive points of the action (given its status, My Talentsoft will be processed this way).

The aim of the second area of work is to realistically ensure that:

○ The existing pages, regardless of their criticality, are progressively brought into compliance in order to reach a fully accessible solution

○ The new features and modules are systematically accessible from their creation

This work will go hand in hand with the evolution of the UX/UI components library used by all CEGID Talentsoft development teams, called Cegid Design System.

In addition, CEGID will review the possibility of automating a first-level verification of the pages' accessibility via verification scripts. In particular, compliance with W3C standards will be targeted.

2.3. Human implementation

This Accessibility plan is relevant to all CEGID Talentsoft Product teams:

○ The UX teams, in charge of UX/UI aspects as well as creating and keeping the CEGID Design System components up to date

○ The Product teams, whose design of features must allow for an accessible implementation

○ The Development teams, who are responsible for the technical structure of the web pages visited by the user

CEGID will therefore ensure that the teams are all aware of the issues related to accessibility by organising events dedicated to the subject.

In addition, training will be provided for the more specifically involved teams.

3. SCHEDULE

3.1. Phase 1

The first phase of the project took place in 2019, with the following objectives:

○ Moving forward with the compliance of the My Talentsoft homepage

○ Raising awareness among all the teams concerned

○ Training the UX teams and starting to work on the evolution of the CEGID Design System library

○ Implementing a first set of automated tests which make it possible to systematically verify the application of W3C standards on all created or redesigned pages

3.2. Phase 2

The second phase of the project took place over the years 2020-2021. The objectives identified for this second phase are the following:

○ Moving forward with the compliance of the key pages of two additional modules

• Talent Management: Redesign of the interview forms

• Training: Widget in My Talentsoft

○ Delivering the upgrades of the CEGID Design System library, which will cover most uses, in 4 batches

• Implementing them on all new modules and pages created

• Progressively migrating the existing pages

3.3. Phase 3

The third phase of the project will take place over the years 2022-2023. To date, the objectives identified for this third phase are the following.

3.3.1 The first part of the phase #3 took place in 2022. The identified objectives were achieved:

- Moving forward with the compliance of key additional pages
    - Talent Management : Making improvements to the interview forms to make them partially compliant.
        ⇨ Results : increase from 47 to 93% of respected RGAA criteria
    - Training：Redesigning the Catalogue to make it partially compliant
        ⇨ Results : increase from 25 to 58% of respected RGAA criteria

- Defining a plan, by the end of 2022, to achieve full partial compliance by 2023

3.3.2 The second part of the phase #3 will take place in 2023 according to the plan determined in 2022 with the objective of moving towards overall partial compliance.
The identified objectives are as follows:

- Accessibility is now an integral part of our processes for creating any new page in the application.
- Removal of old non-accessible pages that are no longer used.

3.3. Phase 4

The fourth phase of the project spans the 2024-2026 period and will continue until the end of 2026.

The main focus of phase 4 began in 2024 with the launch of two major initiatives:

- **Talent Management – Performance Module**: Redesign of the form editor (previously called "the modeler")
  Objective: Achieve "Partially Compliant" status in 2025, moving from "Non-compliant," with at least 80% compliance with RGAA criteria.

- **Training – LMS & LCMS Modules**: Redesign of the most viewed pages to make this module "Partially Compliant."
  Objective: Achieve "Partially Compliant" status in 2026, moving from "Non-compliant," with at least 70% compliance with RGAA criteria.

From a broader perspective, the objectives identified in phase 3 remain relevant:

- Accessibility is now fully integrated into our processes for creating any new page within the application.
- Regular removal of outdated, inaccessible pages that are no longer in use.

+ For every page updated as part of a fix or minor enhancement, the update is carried out using components from the CDS (Cegid Design System), which is accessible by design.