2025 Clausematch Accessibility Conformance Report - Policy Portal

(Based on VPAT ® Version 2.4)

Product Information

Name of Product/Version: Clausematch v 2025.1

Related Product Modules: Policy Portal

Product/Module Description:

Clausematch is an online document management and content management application used to create, edit and approve internal compliance documentation. Key capabilities include real-time collaboration, granular workflow for review and approval and a comprehensive audit trail.

Policy Portal is the module used to publish updated documentation to end-users. It is an online repository of internal governance (policies and procedures) documentation. Content is organised within categories. The portal also houses a comprehensive search function that provides a wide variety of filter options. End users can search the repository and open selected documents to read its contents.

Date: @March 7, 2025

Contact information: help@clausematch.com

Notes: The information contained in this report applies to the product itself. Information about product help and support documentation is located at https://help.clausematch.com/knowledge

Evaluation Methods Used:

Testing Clausematch involved extensive use of leading assistive technology such as screen readers, screen magnifiers, and exclusive keyboard use. Native platform accessibility features were also used to assist with testing. These were supplemented with techniques such as the use of automated accessibility tools and manual inspection of Accessibility API output.

Applicable Standards/Guidelines

This report covers the degree of conformance for the following accessibility standards/guidelines:

Standard/Guideline	Included in Report
Web Content Accessibility Guidelines 2.2	**Level A: Yes** **Level AA: Yes** Level AAA: No

Terms

The terms used in the Conformance Level information are defined as follows:

- **Supports**: The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
- **Partially Supports**: Some functionality of the product does not meet the criterion.
- **Does Not Support**: The majority of product functionality does not meet the criterion.
- **Not Applicable**: The criterion is not relevant to the product.
- **Not Evaluated**: The product has not been evaluated against the criterion. This can be used only in WCAG 2.2 Level AAA.

WCAG 2.x Report

Note: When reporting on conformance with the WCAG 2.2 Success Criteria, the criteria are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the WCAG 2.2 Conformance Requirements.

Success criteria

Level	Requirement	Summary	Support Level	Remarks and Explanations
	1.1 Text Alternatives			
A	1.1.1 – Non-text Content	Provide text alternatives for non-text content that serves the same purpose.	Supports	The product provides sufficient text alternatives for most instances of images. Exceptions include: • User-generated content
	1.2 Time-based Media			
A	1.2.1 – Audio-only and Video-only (Pre-	Provide an alternative to video-only and audio-only content.	Not applicable	Product doesn't contain videos.

Level	Requirement	Summary	Support Level	Remarks and Explanations
	recorded)			
A	1.2.2 – Captions (Pre-recorded)	Provide captions for videos with audio.	Not applicable	Product doesn't contain videos.
A	1.2.3 – Audio Description or Media Alternative (Pre-recorded)	Provide audio description or text transcript for videos with sound.	Not applicable	Product doesn't contain videos.
AA	1.2.4 – Captions (Live)	Add captions to live videos.	Not applicable	The product does not contain live synchronized media.
AA	1.2.5 – Audio Description (Pre-recorded)	Provide audio descriptions for pre-recorded videos.	Not applicable	The product does not contain prerecorded video content that would require audio description.
AAA	1.2.6 – Sign Language (Pre-recorded)	Provide sign language translations for pre-recorded videos.	Not Evaluated	
AAA	1.2.7 – Extended Audio description (Pre-recorded)	Provide extended audio descriptions for pre-recorded videos.	Not Evaluated	
AAA	1.2.8 – Media Alternative (Pre-recorded)	Provide text alternatives for pre-recorded videos.	Not Evaluated	
AAA	1.2.9 – Audio Only (Live)	Provide alternatives for live audio.	Not Evaluated	
1.3 Adaptable		–		
A	1.3.1 – Info and Relationships	Content, structure and relationships can be programmatically determined	Supports	Most of the structure and relationship information are provided through element semantics. Exceptions include: • User-generated content
A	1.3.2 – Meaningful Sequence	Present content in a meaningful order.	Supports	The product presents most content in a meaningful sequence.
A	1.3.3 – Sensory Characteristics	Instructions don't rely solely on sensory characteristics.	Supports	Instructions do not rely solely on sensory characteristics.
AA	1.3.4 – Orientation	Your website adapts to portrait and landscape views.	Supports	
AA	1.3.5 – Identify Input Purpose	The purpose of input fields must be programmatically determinable.	Supports	All input fields that collect information are programmatically determinable, some of them provide autocomplete functionality if it is applicable.
AAA	1.3.6 – Identify Purpose	The purpose of all components must be programmatically determinable.	Not Evaluated	
1.4 Distinguishable		–		
A	1.4.1 – Use of Colour	Don't use presentation that relies solely on colour.	Supports	All functions of the product do not convey information through color alone.
A	1.4.2 – Audio Control	Don't play audio automatically.	Not applicable	The product does not contain audio that plays automatically.
AA	1.4.3 – Contrast (Minimum)	Contrast ratio between text and background is at least 4.5:1.	Supports	Most text meets minimum contrast requirements. Exceptions include: • Colors related to the white labeling themes
AA	1.4.4 – Resize Text	Text can be resized to 200% without loss of content or function.	Supports	The product allows browser zoom to resize text up to 200 percent without loss of content or functionality.
AA	1.4.5 – Images of Text	Don't use images of text.	Supports	The product uses text instead of images of text, except for branding elements that are considered essential.
AAA	1.4.6 – Contrast (Enhanced)	Contrast ratio between text and background is at least 7:1.	Not Evaluated	
AAA	1.4.7 – Low or No Background Audio	Audio-only content is clear with no or minimal background noise.	Not Evaluated	
AAA	1.4.8 – Visual Presentation	Offer users a range of presentation options for blocks of text.	Not Evaluated	
AAA	1.4.9 – Images of Text (No Exception)	Don't use images of text.	Not Evaluated	
AA	1.4.10 – Reflow	Content retains meaning and function without scrolling in two dimensions.	Supports	**Web:** At the required width of 320 CSS pixels, most functions of the product meet this criterion. Loss of information or functionality doesn't occur.
AA	1.4.11 – Non-Text Contrast	The contrast between user interface components, graphics and adjacent colours is at least 3:1.	Supports	Meaningful non-text content elements have sufficient contrast. Exceptions include: • Colors related to the white labeling themes
AA	1.4.12 – Text Spacing	Content and function retain meaning when users change elements of text spacing.	Supports	The product supports the required text style properties without loss of content or functionality.

Level	Requirement	Summary	Support Level	Remarks and Explanations
AA	1.4.13 – Content on Hover or Focus	When hover or focus triggers content to appear, it is dismissible, hoverable and persistent.	Supports	When content is triggered by hover or focus, it becomes visible and then hidden in a manner which meets this criterion.
	2.1 Keyboard Accessible	-		
A	2.1.1 – Keyboard	All functionality is accessible by keyboard with no specific timings.	Supports	All product functionality can be operated through a keyboard interface.
A	2.1.2 – No Keyboard Trap	Users can navigate to and from all content using a keyboard.	Supports	The product does not include keyboard traps.
AAA	2.1.3 – Keyboard (No Exception)	All functionality is accessible by keyboard with no exceptions.	Not Evaluated	
A	2.1.4 – Character Key Shortcuts	Allow users to turn off or remap single-key character shortcuts.	Not applicable	The product does not provide single-character key shortcuts.
	2.2 Enough Time	-		
A	2.2.1 – Timing Adjustable	Provide user controls to turn off, adjust or extend time limits.	Not applicable	The product does not include functionality dependent on time limits.
A	2.2.2 – Pause, Stop, Hide	Provide user controls to pause, stop and hide moving and auto-updating content.	Not applicable	The product does not include elements which move, blink, scroll, or auto-update.
AAA	2.2.3 – No Timing	No time limits on your website.	Not Evaluated	
AAA	2.2.4 – Interruptions	Users can postpone or supress non-emergency interruptions.	Not Evaluated	
AAA	2.2.5 – Re-authenticating	Save user data when re-authenticating.	Not Evaluated	
AAA	2.2.6 – Timeouts	Warn users about timeouts that cause data loss.	Not Evaluated	
	2.3 Seizures and Physical Reactions	-		
A	2.3.1 – Three Flashes or Below Threshold	No content flashes more than three times per second.	Not applicable	The product does not contain flashing content.
AAA	2.3.2 – Three Flashes	No content flashes more than three times per second.	Not Evaluated	
AAA	2.3.3 – Animation from Interactions	Users can disable motion animation.	Not Evaluated	
	2.4 Navigable	-		
A	2.4.1 – Bypass Blocks	Provide a way for users to skip repeated blocks of content.	Supports	The product provides a global TOC - that allows users to navigate by headings, tables, images and links quickly. Also user can move to top or bottom of document via ctrl+up, ctrl+down.
A	2.4.2 – Page Titled	Use helpful and clear page titles.	Supports	The titles of pages describe the purpose.
A	2.4.3 – Focus Order	Components receive focus in a logical sequence.	Supports	Components receive focus in a meaningful order.
A	2.4.4 – Link Purpose (In Context)	Every link's purpose is clear from its text or context.	Supports	The purpose of links in the product can be determined from the link text alone or from the programmatic context of the link. Exceptions include: • User-generated content
AA	2.4.5 – Multiple Ways	Offer at least two ways to find pages on your website.	Supports	Users can locate web pages in the product through header navigation, global search, categories navigation. Within document TOC and search are available.
AA	2.4.6 – Headings and Labels	Headings and labels describe topic or purpose.	Supports	Headings and labels are descriptive.
A	2.4.7 – Focus Visible	Keyboard focus is visible when used.	Supports	All focusable elements have a visible keyboard focus indicator.
AAA	2.4.8 – Location	Let users know where they are on your website.	Not Evaluated	
AAA	2.4.9 – Link Purpose (Link Only)	Every link's purpose is clear from its text.	Not Evaluated	
AAA	2.4.10 – Section Headings	Organise content with headings.	Not Evaluated	
AA	2.4.11 - Focus Not Obscured	When a user interface component receives keyboard focus, the component is not entirely hidden due to author-created content.	Supports	
AAA	2.4.12 Focus Not Obscured (Enhanced)	When a user interface component receives keyboard focus, no part of the component is hidden by author-created content.	Not Evaluated	
AAA	2.4.13 Focus Appearance	When the keyboard focus indicator is visible, an area of the focus indicator meets all the following: • is at least as large as the area of a 2 CSS pixel thick perimeter of the unfocused component or sub-component, and • has a contrast ratio of at least 3:1 between the same pixels in the focused and unfocused states.	Not Evaluated	

Level	Requirement	Summary	Support Level	Remarks and Explanations
2.5 Input Modalities		_		
A	2.5.1 Pointer Gestures	Untitled	Not applicable	The product does not rely on multipoint or path-based gestures.
A	2.5.2 Pointer Cancellation	Untitled	Supports	Product functions that use a single pointer are completed when the user releases the pointer. User can cancel pointer actions before pointer is released.
A	2.5.3 Label in Name	Untitled	Supports	All product functions, accessible names of controls contain the text of their visible labels.
A	2.5.4 Motion Actuation	Untitled	Not applicable	The product does not have functionality operated by device motion or user motion.
AAA	2.5.5 Target Size	The size of the target for pointer inputs is at least 44 CSS pixels	Not Evaluated	
AAA	2.5.6 Concurrent Input Mechanisms	Untitled	Not Evaluated	
AA	2.5.7 Dragging movements	All functionality that uses a dragging movement for operation can be achieved by a single pointer without dragging, unless dragging is essential or the functionality is determined by the user agent and not modified by the author.	Partially Supports	Supported for elements in 'set up' section on home page. But is not supported for changing collections order on documents page.
AA	2.5.8 Target size (Minimum)	The size of the target for pointer inputs is at least 24 by 24 CSS pixels	Supports	Most of the interactive elements support this requirement with limited amount of items that doesn't comply in size, but comply in spacing condition: - some icons (close/clear input/filter, minimize) - some filters and comboboxes (order by, filters like new version, new document) - switches (set up home page section).
	3.1 Readable	_		
A	3.1.1 – Language of Page	Page has a language assigned	Supports	The language is programmatically determinable within the product.
AA	3.1.2 – Language of Parts	Tell users when the language on a page changes	Supports	Content is only presented in one language at a time. Exceptions include: • User-generated content
AAA	3.1.3 – Unusual words	Explain any strange words	Not applicable	
AAA	3.1.4 – Abbreviations	Explain any abbreviations	Not applicable	
AAA	3.1.5 – Reading Level	Users with nine years of school can read your content	Not applicable	
AAA	3.1.6 – Pronunciation	Explain any words that are hard to pronounce	Not applicable	
	3.2 Predictable	_		
A	3.2.1 – On Focus	Elements do not change when they receive focus	Supports	All product functions, components do not initiate a change of context when focused.
A	3.2.2 – On Input	Elements do not change when they receive input	Supports	Changes of context do not occur automatically on user input.
AA	3.2.3 – Consistent Navigation	Use menus consistently	Supports	When navigational mechanisms are repeated in the product, such as header and side navigation, they occur in a consistent relative order.
AA	3.2.4 – Consistent Identification	Use icons and buttons consistently	Supports	Components with the same functionality are identified consistently.
AAA	3.2.5 – Change on Request	Don't change elements on your website until users ask	Not Evaluated	
A	3.2.6 - Consistent Help	If a web page contains any of the following help mechanisms, and those mechanisms are repeated on multiple web pages within a set of web pages, they occur in the same order relative to other page content, unless a change is initiated by the user	Supports	Help mechanisms are placed on all pages within corresponding menu.
	3.3 Input Assistance	Untitled		
A	3.3.1 – Error Identification	Clearly identify input errors	Supports	Where input errors are automatically detected, items in error are identified and error messages are provided as text.
A	3.3.2 – Labels or Instructions	Label elements and give instructions	Supports	Labels are provided for all input fields.
AA	3.3.3 – Error Suggestion	Suggest fixes when users make errors	Supports	Where input errors are automatically detected, suggestions for correction are provided to the user.
AA	3.3.4- Error Prevention (Legal, Financial, Data)	Reduce the risk of input errors for sensitive data	Supports	The product does not process legal commitments or financial transactions. Changes to user-controllable data are

Level	Requirement	Summary	Support Level	Remarks and Explanations
				reversible or can be confirmed before finalizing.
AAA	3.3.5 – Help	Provide detailed help and instructions	Not Evaluated	
AAA	3.3.6 – Error Prevention (All)	Reduce the risk of all input errors	Not Evaluated	
A	3.3.7 - Redundant entry	Information previously entered by or provided to the user that is required to be entered again in the same process is either: • auto-populated, or • available for the user to select.	Supports	In case of scenario when user needs to reenter information, following options are available: - save entity, like saved search, that provides not to select same filters or reenter search request - suggestions, previous searches are available for quick navigation
AA	3.3.8 Accessible Authentication (Minimum)	A cognitive function test (such as remembering a password or solving a puzzle) is not required for any step in an authentication process unless that step provides at least one of the following: alternative/mechanism/object recognition/personal content	Supports	Authentication process does not contain any cognitive function test
AAA	3.3.9 - Accessible Authentication (Enhanced)	A cognitive function test (such as remembering a password or solving a puzzle) is not required for any step in an authentication process unless that step provides at least one of the following: alternative/mechanism	Not Evaluated	
	4.1 Compatible			
A	4.1.1 – Parsing	No major code errors	Supports	All product functions, elements have complete start and end tags, elements are nested according to their specifications, elements do not contain duplicate attributes, and any IDs are unique.
A	4.1.2 – Name, Role, Value	Build all elements for accessibility	Supports	User interface components in most product functions provide programmatic name, role, state, or value information. Exceptions include: • User-generated content
AA	4.1.3 - Status Messages	In content implemented using markup languages, status messages can be programmatically determined through role or properties such that they can be presented to the user by assistive technologies without receiving focus.	Does Not Support	When status updates do not receive focus, such as toast messages, the product do not provides the update to assistive technology as a live region.