# ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES POLICY

**2026**

CONCRETE FLOORS & COATINGS

POLICY NO: PAODA-006
EFFECTIVE DATE: 10-JAN-26

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BNE CONCRETE FLOORS and COATINGS INC.

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# ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES POLICY

## 1.0 POLICY STATEMENT

BNE Concrete Floors and Coatings Inc. is committed to providing a safe and healthy work environment for all Employees, visitors and associates. This includes taking all reasonable steps to meet the accessibility requirements for persons with disabilities.

The goal of the Accessibility for Ontarians with Disabilities Act (AODA) is to develop accessibility standards to identify, remove and prevent barriers for people with disabilities in accordance with the Core Principles of respecting independence, dignity, integration, and equality for persons with disabilities.

The Accessibility for Ontarians with Disabilities Policy focuses on meeting the Company's legal obligations in complying with the Accessibility for Ontarians with Disabilities Legislation and Regulations.

Senior Management pledges to investigate and deal with all incidents and/or complaints involving accessibility and/or disability accommodations in a fair and timely manner, respecting the privacy of all parties concerned. All members of Senior Management shall be committed to actively leading an organization that is both accessible and respectful to all Employees and authorized guests.

Supervisors are expected to adhere to this Policy and support information and awareness programs that support it. Further, all Supervisors will ensure that Workers understand and comply with the principles of this Policy and all information they need to understand their workplace obligations and requirements is made available to them.

All Workers are expected to comply with this Policy in our continuing efforts in supporting an accessible and respectful workplace. Further, Workers are encouraged to raise any concerns about workplace accessibility and/or issues concerning disability accommodations and report any incidents to their immediate Supervisor. No corrective actions will be taken for reports made in good faith.

*Working Together For a Safe and Healthy Workplace*



_____

Chris HENDERSON
*President*
BNE Concrete Floors and Coatings Inc.

10-Jan-26

_____
Date

## 2.0 PURPOSE

### 2.1 Introduction and Background

Ontario's accessibility law history began in 2001 with the passage of the Ontarians with Disabilities Act (ODA). While this was the first legislation of its kind, demands for a more comprehensive law resulted in the passage of the Accessibility for Ontarians with Disabilities Act (AODA) in 2005. The new law mandated a stricter program that focuses on expanded accessibility standards for goods and services, employment and access to public spaces. Ultimately, working towards a barrier-free deadline of 2025.

### 2.2 Objectives

In accordance with applicable AODA Legislation and Regulations, the goal of the Accessibility for Ontarians with Disabilities (AODA) Policy is to ensure that persons with disabilities are provided equal opportunity to use and benefit from the services and resources provided by the Company, as well as for employment. The purpose of this Policy is to outline the policies and procedures the Company has committed to in order to identify and remove barriers that impede a person's ability to access services and/or resources while respecting their dignity, independence, integration, and equal opportunity. All reasonable efforts shall be made to:

- Ensure services and resources are provided in a manner that respects the dignity and independence of persons with disabilities.
- Provide effective and convenient methods of information and communication with a person with a disability in such a manner that takes into account his or her disability.
- Provide access to authorized public spaces, including the use of service animals, support persons and accessibility devices.
- Support equal opportunities for employment and training by providing reasonable accommodation practices in the recruiting and hiring processes, as well for existing Employees.
- Maintain ongoing education and awareness training for all personnel to proactively support Legislative compliance and ongoing efforts to remove and prevent barriers to persons with a disability.

### 2.3 Employee Rights

This Policy will ensure that all Employees:

- Are aware of, and understand their rights and obligations under the Accessibility for Ontarians with Disabilities Act (AODA) and workplace AODA Policy.
- Know and understand their legal right to Refuse Unsafe Work under Section 43 of the Occupational Health and Safety Act (OHSA), R.S.O. 1990.
- Can ask questions, inquire, report incidents involving AODA or file a complaint regarding the AODA Policy with the Company.

## 3.0 SCOPE

### 3.1 Application

The Accessibility for Ontarians with Disabilities (AODA) Policy applies to all individuals working for or conducting business with the Company, including:

- Senior Management
- Supervisors
- Workers
- Sub-Contractors, Consultants or Associates
- Suppliers/Vendors
- Authorized Visitors

## 4.0 LEGISLATION & REFERENCES

### 4.1 Legislation

i. Occupational Health & Safety Act (OHSA), R.S.O. 1990
ii. Employment Standards Act (ESA), S.O. 2000
iii. Human Rights Code of Ontario (HRC), R.S.O. 1990
iv. Accessibility for Ontarians with Disabilities Act (AODA), S.O. 2005
v. Integrated Accessibility Standards Regulation 191/11 (AODA, S.O. 2005)
vi. Ontario Regulation 213/91, Construction Projects (OHSA, R.S.O. 1990)
vii. Bill 168, amendment to Occupational Health & Safety Act, R.S.O. 1990

### 4.2 References

i. Health and Safety Policy, PHS-001, BNE Concrete Floors and Coatings.
ii. Employee Code of Conduct, PCC-003, BNE Concrete Floors and Coatings Inc.

## 5.0 DEFINITIONS

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|---|---|
| **Accessibility** | Accessible means that something is designed or modified in a way that allows people with disabilities to use it or access it without encountering accessibility barriers. Accessibility is all about ensuring that everyone, regardless of their abilities or disabilities, can access information, products, services, and environments in a way that is inclusive and equal. |
| **Accessibility Devices** | Assistive devices and measures are supports made available by providers to improve access to care for persons with disabilities. For example, wheelchairs, volunteers, real-time captioning services (on-screen typing of what speakers are saying), sign language interpreters or deaf-blind interveners. Other examples include, Telephone Teletypes (TTY) to communicate with clients who are deaf, hard of hearing, have speech impairments or are deaf-blind (*Guide to the Accessibility Standards for Customer Service, Ontario Regulation*). |
| **AODA** | Accessibility for Ontarians with Disabilities Act. |
| **Barrier** | Means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice; (“obstacle”) |
| **Company** | Refers to BNE Concrete Floors and Coatings Inc. or their authorized designate. |
| **Dignity** | A customer with a disability is valued and deserving of effective and full service. |
| **Disability** | (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,<br><br>(b) a condition of mental impairment or a developmental disability,<br><br>(c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,<br><br>(d) a mental disorder, or<br><br>(e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*; (“handicap”). |

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| **Dog Guide** | Refers to a dog trained as a guide for a person with visual impairment, or total blindness and having the qualifications prescribed by the regulations (Blind Persons' Right Act 1990 s1 (1)). |
| **Duty Supervisor** | The Supervisor or Lead-Hand in charge of the workplace or jobsite and reporting to the Employer, Constructor or General Contractor. |
| **Employee** | A person who works regularly for BNE Concrete Floors and Coatings Inc. on an hourly or salary basis, or under contract, and who meets the definition of a Worker under the Occupational Health & Safety Act (OHSA), R.S.O 1990. This is inclusive of Senior Management, Supervisors, Lead-Hands, Workers, Sub-Contractors, and Temporary Workers. |
| **Employer** | Refers to the Company (BNE Concrete Floors and Coatings Inc.) or their authorized designate. |
| **Independence** | Freedom from control or influence of others – freedom to make one's own choices. |
| **Integration** | Customers with disabilities fully benefit from the same services, in the same place and in the same or similar way as other customers. |
| **JHSC** | Joint Health and Safety Committee |
| **Personal Assistance Device** | Assistive devices help an individual with a disability conduct everyday tasks and activities; examples include laptops, pocket recorders, hearing aids, teletypewriters (TTY), digital audio players, walkers, scooters, canes, oxygen tanks, note-taking devices, etc. |
| **Senior Management** | Refers to members of the Employer's Senior Management Team and includes, but is not limited to, the President, Vice President, Bookkeeper, Human Resources Co-ordinator (HR), and the Health & Safety Co-ordinator (HS). |
| **Service Animal** | An animal acting as a service animal for a person with a disability; If it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or If the person provides a letter from a recognized medical institution or association by the AODA confirming that the person requires the animal for reason relating to the disability; or If the person provides a valid identification card or training certificate from a recognized service animal training school. |
| **Sub-Contractor** | A person or company who has been retained and/or employed by the Company and who is required to report to the Duty Supervisor. |

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|---|---|
| **Supervisor** | A person who has charge of a workplace or authority over a Worker. This includes a designated Supervisor, Foreman/Foreperson, Acting Supervisor and/or Lead-Hand. |
| **Support Person** | Another person who accompanies a person with a disability to help with communication, mobility, personal care or medical needs or with access to good or services. |
| **Visitor** | An authorized person(s) who has been invited by the Company to attend a workplace. |
| **Worker** | A person who performs work or supplies services for monetary compensation. This includes full-time, part-time and temporary Workers. |
| **Workplace** | Any land, premises, location or thing at, upon, in or near which a Worker works and may be routinely referred to as the job-site. |

## 6.0 RESPONSIBILITIES

### 6.1 Employer

Pursuant to the Accessibility for Ontarians with Disabilities Act (AODA), the Employer has a legal responsibility to provide Employees with a Policy with respect to AODA and maintain a program to implement the Policy. Specifically, this includes:

- Taking all reasonable precautions and preventative measures to comply with the AODA in an effort to provide a respectful, inclusive and barrier-free environment for all Employees, Clients and members of the public.
- Establishment of procedures, policies and work environment arrangements, as required, to comply with the AODA.
- Establishment of reporting procedures with respect to AODA inquiries, complaints or incidents.
- Establishment of a process for responding to and investigation of incidents involving AODA.
- In consultation with the JHSC, ensure a workplace AODA Accessibility Risk Assessment and Review is conducted annually.
- Advising the Joint Health & Safety Committee (JHSC), in writing, of any updates or changes to the AODA Policy.
- Ensuring all Senior Management, Supervisors and Workers are provided with information and training on the content of the AODA Policy and program.
- Providing Supervisors with the resources and support in the implementation and enforcement of the AODA Policy.
- Providing exemplary leadership in the education and awareness to all Employees in the promotion of a safe, healthy and respectful workplace and proactive support of the AODA Policy.
- Ensuring the AODA Policy is posted and communicated to all Employees, including amendments and/or updates.
- Provide initial and recurrent training for all Employees on the Company's AODA Policy.
- Post-Incident and Annual review of the AODA Policy, including communication with the JHSC on the identification of any new concerns and/or hazards.

### 6.2 Senior Management

It is the duty and responsibility of Senior Managers to:

- Read, understand and comply with the Accessibility for Ontarians with Disabilities Policy, including all updates and/or amendments.
- Attend and actively participate in all AODA education and awareness training.
- Understand and be knowledgeable in the interpretation and consistent application and enforcement of the AODA Policy.
- Take a proactive leadership role in AODA awareness education and support.
- Assist in the investigation of incidents that involve AODA inquiries and/or complaints.

- Encourage Employees to bring forward concerns and/or questions about AODA.
- Provide mentorship and support to Supervisors and Workers in the interpretation and application of the AODA Policy.

### 6.3 Supervisors

It is the duty and responsibility of Supervisors to:

- Read, understand and comply with the AODA Policy, including all updates and/or amendments.
- Regularly review the AODA Policy, including all updates and/or amendments.
- Attend and actively participate in all AODA education and awareness training.
- Understand and be knowledgeable in the interpretation and consistent application and enforcement of the AODA Policy.
- Take a proactive leadership role in AODA education and support.
- Ensure the AODA Policy is communicated to all Workers and that the Supervisor provides information and advice, clarification, and assistance in the interpretation of the AODA Policy.
- Ensure all Workers, Sub-Contractors, Suppliers, and Visitors are educated and trained on the AODA Policy, including all updates and/or amendments.
- Proactive monitoring of workplace activities and behavior, interpreting behavior as it applies to the expectations under the AODA Policy.
- Assist in the timely reporting to Senior Management and investigation of all inquiries and/or complaints involving AODA, including completion of all Incident reports and Risk Assessments.
- Assist in the enforcement and supervision of all actions taken to comply with the AODA Policy.
- Encourage Workers to bring forward any questions or concerns regarding AODA.
- Co-operate fully with any investigation of a complaint or incident involving AODA.

### 6.4 Workers

It is the duty and responsibility of Workers to:

- Read, understand and comply with the AODA Policy, including all updates and/or amendments.
- Attend and actively participate in all AODA education and awareness training.
- Report any concerns or incidents involving AODA to a Supervisor or Senior Manager.
- Co-operate fully with any investigation of a complaint or incident involving AODA.

### 6.5 Sub-Contractors, Clients, Suppliers and Visitors

It is the responsibility of Sub-Contractors, Clients, Suppliers, and authorized Visitors to:

- Conduct themselves in a professional and respectful manner, at all times, while conducting business with the Company, including the manner in which they interact with any Senior Manager, Supervisor, Worker, and/or Associate.
- Comply with the AODA Policy.
- Ensure all Supervisors and Workers are aware of the Company's AODA Policy and advise them of the procedures in place to handle inquiries, complaints and/or incidents involving AODA.
- Report any incidents involving AODA to a Supervisor or Senior Manager.

## 7.0 POLICY

**7.1 Accessibility for Ontarians with Disabilities Standards**

1.0 Commitment

In fulfilling our mission, the Company is committed to providing its services and resources in a way that respects the dignity and independence of people with disabilities. Further, the Company is also committed to giving people with disabilities the same opportunity to access our services and resources and allow them the benefit from the same services, in the same place and in a similar way as other customers and Employees.

2.0 Accommodations

In accordance with the AODA, the Company shall make every reasonable effort to provide assistance to persons with disabilities. This includes current and new Employees, authorized visitors and members of the public.

3.0 Use of Service Animals

i. Access

Service animals are permitted on all premises open to the public. Persons with disabilities who are accompanied by a service animal will be permitted to enter the Company's premises with the animal and keep the animal with them in areas where the public or other third parties are allowed, unless the animal is excluded by law. Service animals may be prohibited from entering certain areas as per the Ontario Regulation 562 under the Health and Safety Protection and Promotion Act, for Health and Safety reasons or due to law. If the animal is excluded by law, the Company will provide another means of accommodating the person.

ii. Identifying Service Animals

Service Animals may be used to describe any animal that assists a person with a disability. They provide a wide range of assistance including but not limited to, guiding a person with a visual impairment or total blindness, alerting a person who has a hearing impairment or who is deaf to certain sounds, opening doors and retrieving items for persons with mobility disabilities, emotional support for persons with mental illness, and many other forms of assistance. A service animal may be identified by a valid identification card or training certificate from a recognized service animal training school.

4.0 Use of Support Persons

The Company is committed to welcoming people with disabilities who are accompanied by a support person. Any person with a disability who is accompanied by a support person will be allowed to enter all premises open to the public with his or her support person. At no time will a person with a disability who is accompanied by a support person be prevented from having access

to his or her support person while on Company premises. Prior to a person with a disability entering the premises, the Company shall review the following:

- Consult with the person with a disability.
- Determine a support person is necessary to protect the health or safety of the person with a disability or others on premises.
- Determine that there is no other way to protect the health or safety of the person with a disability or others on premises.

**7.2 Strategic Plan**

1.0 Overview

The Company has developed a multi-year strategic plan to ensure compliance with AODA Legislation and Regulations which includes:

i. Implementation
In year one, the Company shall issue the new Accessibility for Ontarians with Disabilities (AODA) Policy and program. This includes publishing a summary on the corporate website and making the AODA policy upon request.

ii. Training
Included in year one will be initial training for all Senior Management, Supervisors and frontline Administrative personnel. This includes members of the Joint Health and Safety Committee (JHSC). In addition, all Workers will receive an AODA Policy and Program orientation as part of initial onboarding with the Company, as well as during Site Safety Orientations.

iii. Review
Year two will begin with an initial review of the AODA Policy and Program, including identifying gaps in both policy and training. Moving forward, an annual review of the AODA Policy and Program will be conducted annually and after any complaint or incident.

iv. Recurrent Training
As part of the AODA Training program, mandatory refresher training will be conducted every three (3) years for Senior Managers, Supervisors and frontline Administrative personnel.

**7.3 Information and Communication**

1.0 Access to Information

The Company shall communicate with persons with disabilities in ways that take into account their disability. When asked, the Company shall provide information about the organization and its services, including public safety information, in accessible formats or with communication supports. This includes having a process for receiving and responding to feedback and using a process that is accessible to persons with disabilities upon request. The Company pledges to return all communication inquiries in a timely manner and consult with the person(s) making the request to determine the suitability of an accessible format or other communication support required.

2.0 Inquiries and Feedback

Public inquiries, including questions and comments or other feedback can be made by telephone, email or fax or by direct mail. The Company's phone number and address are posted on the corporate website. A Contact forms is also contained on the Company's website and tested regularly to ensure successful receipt of messages.

3.0 Complaints

i. External
All complaints received by any format shall be investigated in a timely manner. A confirmation receipt shall be issued to the individual(s) in the format requested acknowledging receipt of the complaint. All complaints will be thoroughly investigated and a formal response issued in the manner requested in accordance with the AODA Policy.

ii. Internal
Employees may submit a complaint regarding the AODA Policy via corporate internal communication means, including email, telephone or via an in-person meeting request to report it to a Supervisor or member of Senior Management.

4.0 Confidentiality

The identity of any individual making a complaint shall be protected as much as is practical. Confidentiality will be maintained on a "need-to-know" basis as required by the parameters of the investigation. All reports are strictly Confidential and will only be viewed or accessed by authorized personnel.

5.0 Notices of Disruption

In the event of a planned or unplanned, temporary disruption of services, resources or facilities used by persons with disabilities, the Company shall provide notification in the relevant accessible format, to those persons to whom access arrangements have been made.

Notification of disruptions shall include:

- the reason for the disruption,
- its anticipated duration, and;
- a description of available alternative facilities or services, if available.

Notices of Disruption shall also be posted at all public entrances.

**7.4 Employment**

1.0 Recruiting and Hiring

Employment practices shall reflect the Company's ongoing commitment to accessibility and include accommodations during the recruitment, hiring, and employment processes. All reasonable accommodations shall be made for applicants during this stage of the pre-employment process and includes, but is not limited to, use of email for questionnaires, large print, use of telephone meetings, and remote zoom meetings.

2.0 Training and Employment

Successful applicants offered employment with the Company shall be notified that support is available for those with disabilities, as soon as practicable, after they begin their employment. The Company provides updated information to Employees whenever there is a change to existing policies on the provision of job accommodations that consider an Employee's accessibility needs due to a disability.

Such accommodations for Employees are made on an individual basis when arranging for the provision of suitable accommodations in a manner that considers the accessibility needs due to the respective disability. As part of that needs assessment, consultation will be made with the Employee making the request in determining the suitability of an accessible format or communication supports specifically for:

a. information that is needed in order to perform the employee's job; and;
b. information that is generally available to Employees in the workplace.

Where needed, customized emergency information shall be provided to the Employee with a disability regarding emergency procedures. With the Employee's consent, workplace emergency information shall be provided to a designated person who is aiding that Employee during an emergency.

The information shall be provided, as soon as practicable, after the Company becomes aware of the need for accommodations due to the Employee's disability. This includes reviewing the individualized workplace emergency response information:

a. when the Employee moves to a different location in the organization.

b. when the Employee's overall accommodations needs or plans are reviewed or require changes.
c. when the Company reviews the general emergency response policies and procedures.

As part of the Company's Education and Training Policy, career development and redeployment processes consider the accessibility needs of all Employees with disabilities.

2.0 Accommodation

i. Applicants

Job applicants shall be notified that accommodations can be made during recruitment and hiring process as part of the employment advertisements. Individuals selected to participate in an assessment or selection process, are advised that that accommodations are available upon request. After which, applicants will be consulted on an individual basis to arrange for suitable accommodation. This includes notifying applicants about the policies for accommodation for Employees with disabilities when making offers of employment.

ii. Existing Employees

All complaints and/or requests regarding accommodation received by any format shall be investigated in a timely manner. A confirmation receipt shall be issued to the individual(s) in the format requested acknowledging receipt of the complaint. All complaints and/or requests will be thoroughly investigated and a formal response issued in the manner requested in

iii. Return-to-Work

Accommodation plans will also be available for Employees during a return-to-work processes and will be developed in consultation with the Employee with disabilities and the JHSC. This includes work schedules, location of work and use assisted device requirements.

**7.5 Design and Access of Public Spaces**

1.0 Overview

When building or making major changes to public spaces, the Company shall meet accessibility laws as it relates to the following public spaces, including:

- outdoor paths of travel (ie. sidewalks, ramps, stairs and curb ramps).
- accessible on-site parking.
- service-related areas, including entrances, waiting areas, lighting, lunchrooms and washrooms.

2.0 Emergency Response Planning

As part of the Company's commitment to workplace safety and compliance with the AODA Policy and Legislation, the annual review of emergency response procedures shall include a risk assessment for persons with disabilities. This includes ensuring signage is visible and readable, emergency lighting is operable and evacuation procedures are evaluated in support of the "buddy-system" for evacuation of persons with disabilities.

**7.6 Customer Service Standards**

1.0 Methods of Communication

i. Accessible Communication

When communicating with a person with a disability, the Company shall ensure that Employees and other consultants and/or associates communicate in a manner that takes into account the person's disability. This includes taking all reasonable efforts to ensure that the person with the disability clearly understands the content of the communications.

ii. Written Communication

All reasonable efforts shall be made to ensure that communication in all formats (e.g., verbal, written or electronic) are presented in a manner that is accessible and understood by a person with a disability. Special requests regarding communication formats shall not be unreasonably declined. This includes the use of email, written documents and signage, as well as, the provision of large font to ensure readability and clarity.

iii. Bills and Invoices

The Company is committed to providing accessible invoices to all of our customers. For this reason, invoices will be provided in the following formats upon request: hard copy, large print, and e-mail.

iv. Employment Advertisements

Both hard-copy and electronic employment ads will be written and published with a clear layout and in clear font with consideration taken for the use of font styles, colours and overall appearance. Requests for alternative copies and/or formats will be available, upon request.

v. Sub-Trades and Procurement

For the procurement of all contract services, the Company shall make all reasonable efforts to screen Sub-Contractors for compliance with AODA Legislation and Regulations, as well as compliance with the Company's AODA Policy.

2.0 Use of Assisted Devices

Individuals with disabilities are welcome to use their personal assistive devices when accessing the Company's services, resources and/or facilities. In cases where the assistive device presents a significant and unavoidable health or safety concern or may not be permitted for other reasons, alternative measures shall be used to ensure the person with a disability can access the Company's services, resources and/or facilities.

In most instances requiring construction site access, a prior appointment shall be required to ensure adequate measures are in place before a visit, to ensure the safety of all concerned. This includes the completion of a Site Safety Orientation. The Company shall ensure that our staff are trained and familiar with any assistive devices that may be provided on-site or that may be used by customers with disabilities while accessing our services, resources or facilities.

### 7.7 Code of Conduct

As part of the WPVH Policy, the Company shall publish and maintain a copy of the Code of Conduct on its' website. Working in conjunction with the AODA Policy, the Code of Conduct is a summary of the conduct expectations and acceptable behaviour of all Employees, including Senior Management, Supervisors, Workers, Sub-Contractors, and Visitors.

## 8.0 TRAINING

### 8.1 Initial Training

All Senior Management, Supervisors and Workers shall attend mandatory Accessibility for Ontarians with Disabilities (AODA) training that shall include, but is not limited to:

- the purpose of the Accessibility for Ontarians with Disabilities Act (AODA), 2005 and the requirements of the AODA Standards.
- the Company's policies related to the AODA Standards.
- how to interact and communicate with persons with various types of disabilities.
- how to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person.
- how to use the equipment or devices available on-site or otherwise that may help with providing goods, services, resources or facilities to people with disabilities.
- what to do if a person with a disability is having difficulty in accessing our organization's goods, services, resources or facilities.
- the process for receipt and reporting of AODA inquires and/or complaints.

All Employees shall be issued and have access to a copy of the AODA Policy. All personnel are expected to read and understand the AODA Policy and any updates and/or amendments issued. Training records shall be maintained for all personnel.

### 8.2 Site Safety Orientation

The AODA Policy shall be covered as a topic of reference during all Site Safety Orientations (SSO). This includes Supervisors, Workers, Sub-Contractors, Clients, Suppliers, and Visitors.

### 8.3 Re-Current Training

All Senior Management, Supervisors and Workers shall undergo re-currency training on the AODA Policy which may include one or a combination of, in-class instruction, online learning or practical and/or scenario-based education and training.

## 9.0 AMENDMENT HISTORY

### 9.1 Corporate Policy

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| 1. Created | 10-JAN-26 | PAODA-006 |

## 10.0 SCHEDULED REVIEW DATE

### 10.1 Annual Review

The Accessibility for Ontarians with Disabilities (AODA) Policy shall be reviewed by the Employer and Joint Health & Safety Committee after any complaint or incident involving Accessibility and/or Disabilities in the workplace or a minimum of once (1) each year. All reviews shall be chaired by the Health & Safety Co-ordinator and/or designated member of Senior Management.

The next scheduled review date is: **10-JAN-27**

### 10.2 Changes or Updates to Policies

All changes made to the AODA Policy shall be published on the Company's website, including the date of amendment. Employees shall be notified of all updates, changes and/or amendments to the AODA Policy through internal email and/or training seminars.

## 11.0 APPENDIX

### 11.1 Training Plan

### 11.2 Code of Conduct

### 11.3 Policy Acknowledgement Form

### 11.4 AODA Website Summary

### 11.5 Employment Ad

**APPENDIX 11.1 Training Plan**

**APPENDIX 11.2 Code of Conduct**

**APPENDIX 11.3 Policy Acknowledgement Form**

**APPENDIX 11.4 AODA Website Summary**

**APPENDIX 11.5 Employment Ad**