



## BIYORK MATERIALS CANADA

7400 Woodbine Ave, Unit 1  
Markham, Ontario  
L3R 1A5

### **Biyork's Accessibility Policy**

#### **AODA Integrated Accessibility Standards Regulation— Information, Communications and Accessible Employment**

This policy is intended to meet the requirements of the *Integrated Accessibility Standards, Ontario Regulation 191/11* (IASR) set forth under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*.

Overall, our policy strives to follow the principles of dignity, independence, integration and equal opportunity.

#### **Establishment of Accessibility Policies and Plans**

Biyork strives to develop, implement and maintain policies governing how we will achieve increased accessibility in our everyday work. We will establish, implement, maintain and document a multi-year accessibility plan outlining our strategy to prevent and remove barriers and meet requirements under the IASR regulation. We will post our accessibility plan on our website, review the plan at least once every five years, and provide the plan in an accessible format upon request by any team member and any member of the public who has legitimate grounds to request it.

#### **Accessible Formats and Communication Supports**

The Company will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner and at no additional cost to the individual. We will take into account the person's accessibility needs when customizing individual requests.

#### **Recruitment, Assessment and Selection**

The Company supports the expansion of Ontario's labour pool by ensuring applicants with disabilities are welcome and supported within our workplace. Internal and external job postings explicitly notify any potential applicant that accommodation during the application and interview process are available.

#### **Accessible Formats and Communication Supports for Team members**

If a team member with a disability requests it, the Company will arrange for the provision of accessible formats and communication supports for the following:

1. Information needed in order to perform the job; and
2. Information that is generally available to all team members in the workplace.



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The Company will consult with the team member making the request to determine the best way to provide the information.

### **Documented Individual Accommodation Plans**

Biyork will develop written processes for individual accommodation plans, as required, for team members with disabilities. Biyork will consult with the team member requiring the accommodation and may involve relevant third parties to ensure the plan is equally accommodating and safe for the team member.

### **Plans and Processes**

All policies and processes governing team members respect the accessibility needs of team members with disabilities. This includes, but is not limited to, policies and processes governing performance management, talent management and emergency response plans.

### **Return to Work Plans**

Biyork will develop, document and implement return to work plans for any team member who is absent from work due to a disability and requires accommodation. The return to work process will include an outline of the steps we will take to facilitate the team member's return to work and include documented individual accommodation plans.