

# POLICY: AODA – INTEGRATED ACCESSIBILITY STANDARDS POLICY

Department Name: Human Resources

Date: December 2024

## Scope

This policy is specific to all Domtar locations in Ontario which are governed by the Ontario Regulation 191/11 of the *Accessibility for Ontarians with Disability Act, 2005* (AODA). The policy is intended to assist in meeting the accessibility needs of people with disabilities consistent with the principles of independence, dignity, integration and equality of opportunity.

## Policy

The Company is committed to treating all employees, potential and current, in a way that allows them to maintain their dignity and independence. The Company believes in integration and equal opportunity and is committed to meeting the needs of persons with disabilities and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements in accordance with AODA

## Employment Standard

### Recruitment

The Company will provide notification about the availability of accommodation for applicants with disabilities during the recruitment process. This information may be included in the job posting, website or communicated directly to the potential applicant. If an accommodation is requested, the Company will work with the applicant to find an appropriate accommodation. The Company will notify successful applicants about the Company's policies for accommodating employees with disabilities.

The Company will inform its employees of the policies (and any updates to those policies) used to support employees with disabilities. This information will also be provided to new employees as soon as is practicable after commencing employment.

### Accessible Formats and Communication Supports for Employees

Where an employee with a disability so requests, the Company will consult with the employee to provide or arrange for accessible formats and communication supports in relation to information that is needed to perform their job that is generally available to other employees.

### Return to Work and Individual Accommodation Plans

The Company will consult with employees who have been absent from work due to a disability and require disability related accommodations in order to return to work. Similarly, the Company will develop and document accommodation plans for employees with disabilities to include how:

- An employee requesting the accommodation can take part in developing the plan;
- The Company can request an evaluation by an outside medical or other expert, at the employer's expense, to determine if and how accommodation can be achieved;
- An employee can request the participation of a representative in the development of the plan;

- The Company will take the necessary steps to protect the employee's privacy;
- The plan will be reviewed and updated and the frequency of review;
- If the request is denied, how the reasons will be conveyed to the employee and,
- The plan is to be provided to the employee in an accessible format.

The Company will review each case on an individual basis.

### **Performance Management and Career Development**

For any performance management or career development opportunities, the Company uses in respect to its employees takes into account the accessibility needs of persons with disabilities as well as individual accommodation plans.

### **Questions and Feedback**

The Company will continue to ensure that its process for receiving and responding to feedback is accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communications supports upon request. For any questions related to this policy, please contact Human Resources at:

Domtar  
1330 Courtneypark Dr., Mississauga, ON L5T 1K5

(800) 257-2538 x46067  
Susan.thorne@ariva.ca

