

## **ACCESSIBILITY POLICY and MULTI-YEAR ACCESSIBILITY PLAN**

### **Purpose:**

This document defines INVISTA (Canada) Company's policy in relation to activities to meet the accessibility needs of persons with disabilities with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and to meet the provincial goal to be fully accessible by 2025.

This policy was developed to identify, remove and prevent barriers and increase accessibility for persons with disabilities in the areas of information, communications and employment.

This document outlines the Company's Accessibility Policy and Multi-Year Accessibility Plan.

### **Policy and Statement of Commitment:**

Consistent with our PBM® Values and our Code of Conduct, INVISTA (Canada) Company is committed to taking all reasonable steps to meet the accessibility needs of persons with disabilities in a timely manner and where all people are treated with respect, honesty, and sensitivity that allows them to maintain their dignity and independence. We appreciate the value of diversity, respect privacy and handle confidential information in an appropriate manner. We will seek to achieve this by preventing and removing barriers to meet accessibility requirements under the AODA.

### **Multi-Year Accessibility Plan:**

This Accessibility Plan outlines the strategies to achieve accessibility and to meet the requirements set out in Integrated Regulations of the AODA in the following areas:

- Accessibility Policy and Plan
- Workplace Emergency Response Information
- Training
- Information and Communication
- Employment and Return to Work Processes
- Design of Public Spaces
- Disclaimer

### **Accessibility Policy and Plan**

This Accessibility Policy, Commitment Statement, and Accessibility Multi-Year Plan has been developed, implemented and will be maintained to achieve accessibility requirements set out in the Regulation.

This document is publicly available and will be provided in an accessible format upon request. The accessibility plan will be reviewed and updated at least once every three years.

In addition, employees who require accessible formats or communication support will be accommodated to the extent practicable upon request; in a timely manner that takes into account the person's accessibility needs due to disability; and at a cost that is no more than the regular cost charged to other persons.

We are committed to developing policies that respect and promote the dignity and independence of people with disabilities. Therefore, no changes will be made to any policy before considering the impact on people with disabilities.

AODA Compliance Date: January 1, 2014

Status: Complete

### Workplace Emergency Response Information

The Company is committed to providing persons with disabilities with individualized emergency response information as required, and as soon as practicable. It is the company's responsibility to prepare for the specific needs that employees with disabilities may have in emergency situations and to ensure all employees are evacuated safely when required.

When it is disclosed that an employee or individual has a requirement that requires special attention during an emergency, a plan will be developed in conjunction with Human Resources and the pertinent person's supervisor to ensure the safety of that person. With the employee's consent, the company shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee. The plan will be documented and kept with Human Resources.

AODA Compliance Date: January 1, 2012

Status: Complete

### Training

The Company is committed to providing training to employees on Ontario's accessibility laws and on the Ontario Human Rights Code as it relates to people with disabilities.

Training will be provided to:

- All employees
- All persons who participate in developing the organization's policies
- Human Resources team

Training will be provided as soon as practicable and in a way that best suits the duties of the employees. In addition, any changes to the policy, procedure, plan, or legislation will be trained accordingly.

The Company will maintain records of the training provided, including training dates and records of individuals to whom training was provided.

AODA Compliance Date: January 1, 2015

Status: Complete

### Information and Communication

The Company is committed to meeting the communication needs of people with disabilities.

While the Company may request feedback from employees, the company is already accessible by phone, email, and mail as well as in person to ensure accessibility to people with disabilities has been available upon request since January 1, 2015.

The Company's public facing websites, including web-based applications will conform to World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) Level AA by January 1, 2021.

AODA Compliance Date:

- January 1, 2014: All new internet websites must conform with WCAG 2.0 Level A
- January 1, 2021: All internet websites must conform with WCAG 2.0 Level AA

Status: Complete

### Employment and Return to Work Processes:

The Company is committed to fair and accessible employment practices.

Since January 1, 2016, the Company has taken the following steps to notify the public and employees that, when requested, the Company will accommodate people with disabilities during the recruitment and assessment processes and when people are hired:

- All job advertisements will include the statement indicating that the Company is an equal opportunity employer.
- Human Resources personnel will receive the AODA training to ensure they are aware of the needs of the disabled.
- The Company has, for many years, had an accommodation plan that allows return-to-work programs to be implemented to ensure a full and healthy return to the work force.

Furthermore, the Company has developed and has in place a documented return to work process for all employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work. The return-to-work process supplements other processes created by or under other statutes (ex. the Ontario Human Rights Code, R.S.O. 1990).

We will continue to ensure the accessibility needs of employees with disabilities, as well as individual accommodation plans, are taken into account during performance management, career development and redeployment processes.

The Company will continue to prevent and remove other accessibility barriers identified by ongoing Joint Health and Safety Committee reviews, Human Resources input, as well as requests from employees will be reviewed to ensure the identified barriers are removed to the extent possible.

AODA Compliance Date: January 1, 2016

Status: Complete

### Design of Public Spaces

The Company has very few public areas but will ensure the front lobby and pick up locations are accessible when renovations are initiated in these areas. In addition, the Company will develop plans for the implementation which are not fully accessible when significant renovations occur. These spaces can include accessible parking, outdoor paths, ramps, stairs and elevators.

### Disclaimer

The Company does not provide services to, nor is it open to the public. However, the Company is committed to meeting the Customer Service Standard if a person with a disability was to visit the site.

Keeping in mind that accessibility means giving people of all abilities opportunities to participate fully in everyday life, the Company encourages continuous improvement feedback. Upon request, the availability of information in an accessible format or with communications support to people with disabilities, in a manner that takes into account their disability, will be provided as part of the feedback process.

Furthermore, the Company does not have self-service kiosks.

### For More Information

For more information regarding this Accessibility Plan, please contact:

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1-877-4INVISTA (877-446-8478), or  
Email us at Contact Us on [www.invista.com](http://www.invista.com)

Accessible formats of this document are available upon request.