

## GP North Woods LP (“Georgia-Pacific”) Multi-Year Accessibility Plan

### **Introduction:**

Georgia-Pacific is committed to providing equal opportunities and accessibility for individuals with disabilities. To fulfill our obligations under the Accessibility for Ontarians with Disabilities Act (AODA), we have developed a multi-year accessibility plan. This plan outlines the steps we will take to remove and prevent barriers to accessibility and enhance opportunities for people with disabilities.

This plan will be reviewed and updated at least once every five years to ensure its continued effectiveness. Our goal is to contribute to making Ontario an accessible province for all Ontarians.

### **Customer Service:**

Georgia-Pacific is dedicated to providing accessible customer service to individuals with disabilities. We strive to offer the same quality of service, goods, and facilities to all customers, regardless of their abilities. Our commitment includes accommodating customers' preferred communication methods.

Feedback regarding our services can be provided through various channels:

- Verbal feedback can be given in person or over the phone.
- Written feedback can be sent via email or letter to our head office address.

All feedback will be directed to the appropriate department.

### Accessibility Policy and Plan

This Accessibility Policy and Statement of Commitment, and Multi-Year Accessibility 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.

Status: Complete

### Training

We are 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.

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

Status: Complete

**Information and Communications:**

Georgia-Pacific recognizes the importance of making our information and communications accessible to people with disabilities.

Accessible Websites and Web Content:

We are committed to ensuring that our company website and web content comply with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 at Level A and AA.

Status: Complete & In-Progress

**Employment:**

Georgia-Pacific is dedicated to fair and accessible employment practices.

Recruitment and Selection:

The following steps are taken to notify our employees and job applicants about the availability of accommodation for applicants with disabilities in our recruitment and selection processes:

- Including an accommodation statement on all job postings.
- Providing training to all employees involved in the recruitment process.
- Consult with selected applicants who request accommodations to provide suitable accommodation based on their accessibility needs due to disability.
- Notify successful applicants of internal policies for accommodation.

Status: Complete

Informing Employees of Supports:

We inform all employees of our policies used to support employees with disabilities through the following actions:

- Notify employees of updates to employee policies, including accessible formats if required.
- Provide and review policies with all new hires.
- Provide accessibility and accommodation supports training to new hires during onboarding.

Status: Complete

Accessible Formats and Communication Supports for Employees:

We are committed to providing accessible formats and communication supports for employees upon request. We consult with employees to determine the most suitable accessible format or communication support based on their individual needs.

Status: Complete

Workplace Emergency Response Information:

We provide individualized workplace emergency response information to employees with disabilities if it is required, and as soon as practical. With their consent, if an employee who receives this information requires assistance, we provide the workplace emergency response information to the designated person responsible for assisting the employee. We review individualized workplace emergency response information when an employee changes location within the organization, when their accommodation needs or plans are reviewed, and during our general emergency response policy reviews.

Status: Complete

Documented Individual Accommodation Plans:

We have a written process for the development of documented individual accommodation plans for employees with disabilities. These plans include elements such as employee participation, individual assessments, involvement of medical or other experts, participation of workplace representatives, privacy protection, review frequency, and provision of denial reasons. Additionally, accommodation plans are provided in formats that consider the employee's accessibility needs due to disability.

Status: Complete

Return to Work:

We have established a return to work process for employees who have been absent due to a disability. This process includes documented individual accommodation plans to facilitate their return to work. The return to work process does not override any other return to work processes created by or under any other statute.

Status: Complete

Performance Management, Career Development, Advancement, and Redeployment:

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.

Status: Complete

**Design of Public Spaces:**

Georgia-Pacific 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.

For the limited areas accessible by the public, we are committed to ensure that any new construction or major changes these spaces comply with accessibility laws.

Furthermore, we do not have self-service kiosks.

This multi-year accessibility plan demonstrates Georgia-Pacific's commitment to building an inclusive and accessible environment for employees and customers with disabilities. We strive to continuously improve our accessibility practices and remove barriers to provide equal opportunities for all individuals. This plan will be available in accessible formats upon request and will be communicated to employees through various channels.