



Accessibility Plan and Policy Statement

Statement of Commitment

Consistent with our PBM® Values and our Code of Conduct, Koch-Glitsch Canada LP (“the Company”) will conduct all affairs lawfully and with integrity. We are committed to providing a respectful workplace where all individuals are treated with dignity, respect, honesty and sensitivity. We appreciate the value of diversity, respect privacy and handle confidential information in an appropriate manner.

Furthermore, the Company is committed to taking all reasonable steps to meet the accessibility requirements outlined in applicable laws and regulations such as the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*. We seek to achieve this by preventing and removing barriers to meet the accessibility needs of persons with disabilities in a timely manner.

Policy

We will strive to ensure our goods, services and facilities are accessible to everyone, including people with disabilities. The Company will comply with requirements under applicable accessibility legislation.

Anti-Discrimination

It is the Company’s policy not to discriminate against any qualified employee or applicant because of such individual’s disability, perceived disability, or record of disability. Additionally, the Company is committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a handicap or disability.

Reasonable Accommodations

The Company will provide reasonable accommodations to qualified individuals with a disability, as defined by applicable law, who have made the Company aware of their disability and need for accommodation, provided that such accommodation does not constitute an undue hardship for the Company. Upon receiving an individual’s request for an accommodation, the Company will engage in an interactive process in order to determine how best to meet the individual’s needs.

To ensure applicants are aware of potential accommodations available to them, the Company will explain in all public job postings and offer letter that applicants/offerees may request a reasonable accommodation and will provide necessary information on how to do so.

Training

As appropriate or as required, employees will be provided with training on accessibility standards. This training will be documented.

Communications

Publicly available information and communications will be provided in ways that are accessible for people with disabilities and in a timely manner, upon request. Individuals who require accessible formats or communication support will be accommodated to the extent practicable upon request.

A KOCH ENGINEERED SOLUTIONS BUSINESS

18 Dallas St. | Uxbridge, ON L9P 1C6 | 905-852-3381 Tel | info.ontario@kochglitsch.com
Field Service: 5611 – 48 St. | Edmonton, AB T6B 3R1 | 780-461-2129 Tel | info.alberta@kochglitsch.com

koch-glitsch.com

Support Persons and Service Animals

A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on our premises. Service animals are allowed on the parts of our premises that are open to the public. Individuals requesting to bring service animals into other parts of the premises should follow the reasonable accommodation request process noted above.

Other

Accessibility requirements will be incorporated into existing processes throughout the employment life cycle.

In the event of a planned or unexpected disruption to services or facilities for individuals with disabilities, Koch-Glitsch Canada will notify customers promptly. This clearly posted notice will include information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services for individuals with disabilities, if available.

Accessibility Plan

This Accessibility Plan outlines the actions that the Company commits to undertake to achieve accessibility and to meet the requirements set out in the AODA and our policy commitments:

1. Conduct self-assessments of facilities in order to ensure accessibility needs for people with disabilities are met.
2. Develop a plan for implementing recommendations originating from the self-assessment.
3. Employees will be provided periodic accessibility training. The training will be documented.
4. Accessibility requirements will be incorporated into existing processes throughout the employment life cycle. Existing procedures will be updated and available to employees.
5. The Accessibility Plan and Policy Statement will be reviewed and updated, if needed, at least every five years.

Questions or concerns regarding this Policy, Plan or other Company accessibility practices should be directed to Human Resources.

Effective: September 01, 2024