



Accessible Accommodation Policy (AODA)

Intent

Ashland Construction Group Ltd. is committed to providing an inclusive and barrier-free environment. The company will provide accommodation up to the point of undue hardship for needs arising from the prohibited grounds listed in the *Human Rights Code*. This policy outlines the accommodation process and the responsibilities of different parties in that process.

Definitions

Undue hardship: Occurs when providing an accommodation would cause excessive costs for the organization and outside sources of funding are unavailable or insufficient, or where the accommodation would create a health or safety hazard.

Guidelines

Ashland Construction Group Ltd. will accommodate individuals up to the point of undue hardship where work must be modified or adjusted based on a prohibited ground of discrimination under the *Human Rights Code*. These prohibited grounds include:

- Race;
- Ancestry;
- Place of origin;
- Colour;
- Ethnic origin;
- Citizenship;
- Creed;
- Sex (including pregnancy);
- Gender identity;
- Gender expression;
- Age;
- Sexual orientation;
- Record of offences;
- Marital status;
- Family status; and
- Disability (physical or mental).



This policy applies to all employees and workers of Ashland Construction Group Ltd. Accommodations will be made available from the beginning of the recruitment and selection process. Applicants will be informed that accommodations are available upon request. Where an accommodation is requested, the company will consult with the applicant and provide or arrange for a suitable accommodation.

Requesting Accommodation

Individuals who require accommodation must make a written request their manager and/or the Human Resources Manager indicating:

- The prohibited ground the accommodation relates to;
- Their needs arising from that protected ground; and
- If the person requesting the accommodation desires, some suggestions about what accommodation might meet their needs.

Ashland Construction Group Ltd. will take all requests for accommodation seriously and respond in a timely manner. Individuals who request accommodation will not be subject to negative repercussions for making such a request. Once an accommodation request is received and reviewed, Ashland Construction Group Ltd. will gather additional information if necessary and then create an accommodation plan.

Where an individual does not identify a need for accommodation but Ashland Construction Group Ltd. suspects an accommodation may be required, the duty to inquire will be engaged. Ashland Construction Group Ltd. will begin to fulfil its duty to inquire by engaging in private discussions with the individual to see whether there are any unmet needs related to a prohibited ground.

Accommodation Plans

An individualized accommodation plan will be created in collaboration with the Human Resource Manager, the employee's manager/supervisor, the Health & Safety Manager, the individual who requires accommodation, any applicable healthcare professionals, and third-party experts as required. Any costs related to acquiring additional expert advice will be paid for by Ashland Construction Group Ltd. Information beyond what was provided in the initial accommodation request may be required to determine appropriate accommodations; however, only information that is necessary to arrange the accommodation will be requested.

Short-term accommodations may be provided while long-term accommodations are put into place. Accommodations may be temporary or permanent, based on the circumstances and the needs of the individual.



The accommodation plan will be documented in writing and signed by both the individual requesting accommodation and the Human Resource Manager.

All information gathered related to the accommodation process and the final accommodation plan will be kept confidential and will only be shared as necessary to provide the accommodation.

Appropriate Accommodations

The company will examine all options and implement the accommodation that provides the individual with equal opportunity, benefits, and privileges to others and that respects their dignity, inclusion, and individual needs. The accommodation provided may not necessarily be the individual's preferred accommodation, but their preferences will be taken into consideration.

Accommodations may include:

- Work station adjustments;
- Job redesign;
- Changes to organizational policies and practices;
- Technical aids;
- Human support;
- Providing materials in alternative formats;
- Counselling and referral services;
- Temporary or permanent alternative work;
- Changes to performance standards;
- Leaves of absence;
- Changes to scheduling or hours of work;

Undue Hardship

If Ashland Construction Group Ltd. cannot accommodate an individual's needs without undue hardship, the individual will be provided with a written explanation outlining why the accommodation cannot be provided. If appropriate, Ashland Construction Group Ltd. will offer the next best accommodation option.

Monitoring

Accommodation plans will be monitored and reviewed regularly. If any changes to the workplace will affect the individual's accommodation, they will be informed of this promptly and the accommodation will be adjusted as needed.

Ashland Construction Group Ltd. recognizes that accommodation needs may change over time or require adjustment. Individuals on an accommodation plan should inform the company if their needs change or if their accommodation is not working effectively so that adjustments can be made.