



DOCUMENTED INDIVIDUAL ACCOMMODATION PLAN

CANADA

Page 1 of 3

Supersedes: New Policy

Effective Date: 16-Mar-18

PURPOSE

To establish Dart's commitment to the prevention and removal of barriers to people with disabilities, to the accommodation and support of persons with disabilities, and to establish processes for requesting accommodation.

SCOPE

This policy applies to all Dart Canada Inc. ("Dart") employees.

POLICY

Under the AODA, Ontario Regulation 191/11, entitled "Integrated Accessibility Standards Regulation" (the "Integrated Regulation"), came into force July 1, 2011. The regulation establishes accessibility standards for employment. Dart is included in the regulation's definition of an "obligated organization", and must comply with the phased-in requirements for documented individual accommodation plans beginning January 1, 2016.

Provided an employee with a disability is able to perform the essential duties of their own job (or other available work) and requests accommodation in order to do so, Dart will try to accommodate that individual.

As soon as practicable after the employee has been hired, Dart will inform its employees of the policies used to support employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.

Dart will provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.

Definitions

Disability: is defined as:

- any degree of physical disability, infirmity, malformation, or disfigurement that is caused by bodily injury, birth defect, or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device
- a condition of mental retardation impairment, or a developmental disability
- a learning disability, or a dysfunction in 1 or more of the processes involved in understanding or using symbols or spoken language
- a mental disorder
- an injury or disability that benefits were claimed or received for under the insurance plan established under the Workplace Safety and Insurance Act, 1997

Responsibility

Immediate Supervisors are responsible for ensuring the principles outlined in this policy are adhered to throughout all business activities.



References and Related Statements of Policy and Procedure

- Accessibility for Ontarians with Disabilities Act, 2005
- Ontario Human Rights Code
- Integrated Accessibility Standard Regulation (O.Reg.191/11)
- SPP AS 5.01 – Accessibility standard for employment policy, statement of commitment
- SPP AS 5.02 – Recruitment, assessment, and hiring
- SPP AS 5.03 – Return to work
- SPP AS 5.04 – Performance management
- SPP AS 5.05 – Career development and advancement
- SPP AS 5.06 – Redeployment
- SPP AS 5.07 – Accessible formats and communication supports
- SPP AS 5.09 – Workplace emergency response information

Procedure

During the recruitment process, Dart will notify job applicants and the public about its commitment to accommodate those with disabilities, and will advise those selected for an interview that accommodation is available upon request. If a selected applicant requests an accommodation, Dart will consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

Dart will notify successful applicants and employees of policies related to accommodating employees with disabilities as soon as is practicable after employment begins, and whenever a change in policy takes place.

Employees who wish to raise a potential accommodation issue should submit a request for accommodation, preferably in writing, to their Immediate Supervisor. The request will:

- describe the condition or circumstances causing the accommodation issue
- describe, in detail, the accommodation sought to address the need

To facilitate the assessment and determination of the accommodation, the employee is required to participate in the development of the accommodation plan and provide relevant medical information to the local HR representative. Employees seeking accommodation are expected to provide their fullest cooperation in providing any information or medical assessments relevant to determination of the accommodation request.

The Immediate Supervisor and local HR representative will jointly assess the accommodation issue in light of the information provided, and the individual needs of the employee. During the assessment phase, Dart reserves the right to require further information, including relevant medical information or opinions, that will assist in determining if accommodation can be achieved, and how it can be achieved. Dart may request that the employee participate in a formal needs assessment by a qualified medical practitioner or other trained professional at Dart's expense, in order to assist in determining what accommodation is needed, how much it will cost, and how it can be provided. The employee may request to participate in the development of the accommodation plan.

The Immediate Supervisor and local HR representative will jointly finalize a decision regarding the accommodation issue.

If the employee is not satisfied with the decision regarding the request for accommodation, the employee may appeal the decision to the Vice President for further review. The decision of the Vice President will be final and binding upon the parties.



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Page 3 of 3

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Dart will provide the individual accommodation plan in a format that takes into account the employee's needs due to disability. Dart will provide the plan in alternative formats upon request.

Dart will ensure that the employee's personal medical information is kept confidential, and only disclosed to those necessary in the assessment and development of the accommodation in accordance with the privacy policy.

Dart will provide individualized workplace emergency response information to disabled employees who require it, and to any person designated to assist the disabled employee, with the consent of the disabled employee, and will review the individualized workplace response information upon the following events:

- when the employee moves to a new location in the workplace
- when the employee's overall accommodation needs are reviewed
- upon review of Dart's general emergency response policies

Accessibility needs of employees and individual accommodation plans will be taken into account when managing an employee's performance, career advancement, or opportunities for redeployment.

Dart will review the employee's individualized accommodation plan when the need arises. This may include:

- when the employee changes to a new role or position
- when the employee is having performance issues
- when the employee requests further accommodation
- when Dart reviews this policy and related accessibility policies

All employees and volunteers will be provided with adequate training with respect to the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act, 2005 and the accessibility standards required thereunder.

This policy is available in an accessible format upon request.

Federal and Provincial Law

Where any applicable law conflicts with the provisions of this policy, the policy will be deemed amended as necessary to comply with the law while preserving the principles and intent of the policy.

Exceptions

Any exception to this policy must be approved by a Vice President in consultation with the Vice President of HR.