

<b>Policy Name:</b>	<b>Weston Forest Products Inc. Accessibility for Ontarians with Disabilities Act (AODA) Accessibility Policy</b>				
<b>Applicable To:</b>	All Employees: Ontario	<b>Created By:</b>	Human Resources	<b>Effective:</b>	January 1, 2026

## 1. Purpose

Weston Forest Products (“Weston Forest” or the “Company”) is committed to providing an accessible environment in which all individuals have equal access to employment opportunities and to the Company’s goods, services, facilities, information, and communications. This policy establishes Weston Forest’s commitments and processes to meet the requirements of the Accessibility for Ontarians with Disabilities Act, 2005 (“AODA”) and Ontario Regulation 191/11 Integrated Accessibility Standards Regulation (“IASR”), as amended.

## 2. Scope

This policy applies to all Weston Forest employees, temporary employees, contractors, volunteers, and any other persons who provide goods, services, or facilities on behalf of the Company in Ontario. It also applies to all members of the public who interact with Weston Forest in Ontario.

## 3. Definitions

### 3.1 Disability

For the purposes of this policy, “disability” has the same meaning as in the Ontario Human Rights Code, and includes physical, mental, developmental, learning, and other disabilities, whether permanent or temporary, visible or non-visible.

### 3.2 Service Animal

A “service animal” is an animal for a person with a disability if:

- it is readily apparent that the animal is used by the person for reasons relating to their disability; or
- the person provides documentation from a regulated health professional confirming the person requires the animal for reasons relating to the disability.

### 3.3 Support Person

A “support person” is an individual who accompanies a person with a disability to help with communication, mobility, personal care, medical needs, or access to goods, services, facilities, or information.

### 3.4 Accessible Formats and Communication Supports

“Accessible formats” may include, for example, large print, audio, electronic formats, or other formats. “Communication supports” may include, for example, captioning, plain language, sign language interpretation, or other supports.

## 4. Guiding Principles

Weston Forest will strive to ensure that its policies, practices, and procedures are consistent with the following principles:

- Dignity

- Independence
- Integration
- Equal Opportunity

## **5. Commitment to Accessibility**

Weston Forest is committed to meeting its accessibility requirements under the AODA and IASR in a timely manner, and will do so by preventing and removing barriers to accessibility and by providing accommodations for persons with disabilities.

## **6. General Requirements under IASR**

### **6.1 Accessibility Policies**

Weston Forest will develop, implement, and maintain policies governing how the Company achieves accessibility through meeting the requirements under the IASR. These policies will be made available to the public and will be provided in an accessible format upon request.

### **6.2 Multi-Year Accessibility Plan**

Weston Forest maintains a Multi-Year Accessibility Plan that outlines the Company's strategy to prevent and remove barriers and meet its requirements under the IASR. The plan is reviewed and updated at least once every five (5) years. The plan is posted on the Company's website (where applicable) and is available in accessible format upon request.

### **6.3 Procurement and Self-Service Kiosks**

If and where Weston Forest designs, procures, or acquires self-service kiosks, the Company will consider accessibility for persons with disabilities.

### **6.4 Training**

Weston Forest will ensure training is provided on the requirements of the accessibility standards referred to in the IASR and on the Ontario Human Rights Code as it pertains to persons with disabilities. Training will be provided to:

- all employees and volunteers;
- all persons who participate in developing Company policies; and
- all other persons who provide goods, services, or facilities on behalf of Weston Forest.

Training will be provided as soon as practicable upon hire/engagement, and whenever there are material changes to this policy. Records of training will be maintained in employee personnel files.

## **7. Customer Service Standard**

### **7.1 Communication**

Weston Forest will communicate with persons with disabilities in ways that take into account their disability. Employees who interact with the public will be trained on how to interact and communicate with persons with various types of disabilities.

### **7.2 Assistive Devices**

Persons with disabilities may use their own assistive devices when accessing Weston Forest goods, services, facilities, or premises. Based on the duties of the individuals and as required, employees will be made familiar with common assistive devices and how to support individuals who use them.

### **7.3 Service Animals**

Weston Forest welcomes persons with disabilities and their service animals in areas of the premises open to the public, unless the animal is otherwise excluded by law. If a service animal is excluded by law, Weston Forest will ensure other measures are available to enable the person with a disability to access goods, services, or facilities.

### **7.4 Support Persons**

Persons with disabilities who are accompanied by a support person may enter Weston Forest premises with their support person. At no time will a person with a disability be prevented from having access to their support person while on Weston Forest premises.

Weston Forest will not charge admission fees for support persons to attend Company-sponsored events. Where admission fees are published, the Company will include a statement that support persons are not charged.

### **7.5 Notice of Temporary Disruption**

Weston Forest will provide notice of planned or unexpected disruptions to facilities or services usually used by persons with disabilities. Notice will include the reason for the disruption, its anticipated duration, and a description of alternative facilities or services (if available). Notice will be provided by posting in a visible place on premises and, where practicable, through additional channels such as email or the Company website. Notice will be provided in accessible formats upon request.

### **7.6 Feedback Process**

Feedback about accessibility and the delivery of goods and services to persons with disabilities is welcome. Feedback may be submitted by emailing Human Resources at [HR@westonforest.com](mailto:HR@westonforest.com).

Weston Forest will respond to feedback in a timely manner. Where requested, responses will be provided in an accessible format or with communication supports.

### **7.7 Availability of Documents**

This policy and any other documents required under the Customer Service Standard will be provided to any person upon request. Documents will be provided in an accessible format upon request.

## **8. Information and Communications Standards**

### **8.1 Accessible Formats and Communication Supports**

Upon request, Weston Forest will provide, or arrange for the provision of, accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person's accessibility needs due to disability.

Weston Forest will consult with the person making the request in determining the suitability of an accessible format or communication support. Weston Forest will notify the public about the availability of accessible formats and communication supports.

### **8.2 Accessible Websites and Web Content**

Where Weston Forest has control over its public website(s) and web content, the Company will ensure that its internet website(s) and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level AA, in accordance with IASR requirements, except where meeting the requirement is not practicable.

This requirement does not apply to web content that is exempt under the IASR (for example, certain archived content, pre-recorded audio descriptions, or live captioning requirements).

## **9. Employment Standards**

### **9.1 Recruitment**

Weston Forest will notify employees and the public about the availability of accommodation for applicants with disabilities during recruitment. Applicants who are individually selected to participate in an assessment or selection process will be notified that accommodations are available upon request.

If an applicant requests accommodation, Weston Forest will consult with the applicant and provide, or arrange for the provision of, suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

### **9.2 Notice to Successful Applicants**

When making offers of employment, Weston Forest will notify successful applicants of its policies for accommodating employees with disabilities.

### **9.3 Informing Employees of Supports**

Weston Forest will inform its employees of its policies used to support employees with disabilities, including policies on the provision of job accommodations. This information will be provided to new employees as soon as practicable after commencing employment and will be provided to all employees when there are updates.

### **9.4 Accessible Formats and Communication Supports for Employees**

Upon request by an employee with a disability, Weston Forest will consult with the employee to provide, or arrange for the provision of, accessible formats and communication supports for:

- information that is needed to perform the employee's job; and
- information that is generally available to other employees.

In determining the suitability of an accessible format or communication support, Weston Forest will consult with the employee making the request.

### **9.5 Individual Accommodation Plans**

Weston Forest maintains a written process for the development of documented individual accommodation plans for employees with disabilities.

The process includes:

- how an employee participates in the development of the plan;
- how the employee is assessed on an individual basis;
- how Weston Forest may request an evaluation by an outside medical or other expert, at the Company's expense, to assist in determining accommodation;
- how the employee can request participation of a representative from the workplace (where applicable);
- the steps taken to protect the privacy of the employee's personal information;
- how and when the plan will be reviewed and updated;

- how the employee will be provided with the plan in an accessible format; and
- the reasons for any denial of a requested accommodation.

Individual accommodation plans will include, where applicable, information regarding accessible formats and communication supports, workplace emergency response information, and any other accommodation to be provided.

### **9.6 Workplace Emergency Response Information**

Weston Forest will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that individualized information is necessary and the Company is aware of the need for accommodation.

This information will be provided as soon as possible after becoming aware of the need for accommodation. Where the employee requires assistance, and with the employee's consent, Weston Forest will provide the workplace emergency response information to the person designated to assist the employee.

Weston Forest will review individualized workplace emergency response information when:

- the employee moves to a different location;
- the employee's overall accommodations needs or plans are reviewed; and
- Weston Forest reviews its general emergency response policies.

### **9.7 Return to Work Process**

Weston Forest maintains a documented return-to-work process for 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 outlines the steps Weston Forest will take to facilitate the employee's return to work and will include documented individual accommodation plans as part of the process.

### **9.8 Performance Management, Career Development and Advancement, and Redeployment**

Weston Forest will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement, and when redeploying employees.

## **10. Administration**

Questions about this policy or accessibility at Weston Forest may be directed to Human Resources at [HR@westonforest.com](mailto:HR@westonforest.com). This policy will be reviewed at least once every three (3) years and updated as required.

## **11. Policy Review and Approval**

Effective Date: January 1, 2026

Last Review Date: January 2026

Next Scheduled Review: January 2027, and/or as required

Owner: Human Resources