

In compliance with the *Accessibility for Ontarians with Disabilities Act (AODA)*, Linamar Corporation wishes to make available our Ontario accessibility policy.

### **Statement of Commitment**

Linamar Corporation is committed to treating all people in a way that allows them to maintain their dignity and independence. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the *Accessibility for Ontarians with Disabilities Act (AODA)*. Where the complete removal of barriers is unattainable, Linamar Corporation will attempt to accommodate persons with a disability in an appropriate and effective manner. We believe in integration and equal opportunity, and thus we aim to create an inclusive culture.

Linamar Corporation is committed to meeting its current and ongoing obligations under the Ontario Human Rights Code responding non-discrimination.

### **Use of Service Animals and Support Persons**

#### *Service Animals*

Persons with disabilities may enter Linamar Corporation premises accompanied by a service animal and keep them animal with them, if the public has access to such premises, and the animal is not otherwise excluded by law. It is the responsibility of the person with a service animal to control the animal at all times.

#### *Support Persons*

Persons with disabilities may enter Linamar Corporation premises accompanied by a support person and may have access to that support person at all times. Linamar Corporation reserves the right to require a person with a disability to be accompanied by a support person. These requests will be made to protect the health and safety of Linamar employees and others on the premises, as well as the person with a disability. Linamar Corporation is committed to preserving the confidentiality of persons with disabilities, and will obtain consent from the person with a disability when communicating items of a sensitive or private nature in the presence of a support person or other companion.

### **Notice of Temporary Disruptions**

Linamar Corporation will make reasonable effort to provide customers with notice in the event of a disruption in the facilities or services usually used by people with disabilities. This notice will include information about the reason for the disruption, its expected duration, and referrals to alternative facilities or services, if available. In the event of an unplanned or emergency disruption, Linamar Corporation may not be able to provide advance notice.

Notice of any temporary service disruption may be posted in a conspicuous place on the premises as soon as practicable; on the company website; or by other methods that are reasonable considering the circumstances. Notices will also be available in an accessible format upon request.

**Training**

Linamar Corporation is committed to training all staff and volunteers in accessible customer service, other Ontario's accessibility standards and aspects of the Ontario Human Rights Code that relate to persons with disabilities.

In addition, we will train:

- a) all persons who participate in developing the organization's policies; and
- b) all other persons who provide goods, services or facilities on behalf of the organization

Training of our employees and volunteers on accessibility relates to their specific roles.

Training includes:

- The purpose of the *Accessibility for Ontarians with Disabilities Act, 2005* and the requirements of the Customer Service Standards
- Linamar Corporation policies related to the Customer Service Standards
- How to interact and communicate with people with various types of disabilities
- How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person
- How to use the equipment or devices available on-site or otherwise that may help with providing goods, services, or facilities to people with disabilities
- What to do if a person with a disability is having difficulty in accessing our organization's goods, services, or facilities

Linamar Corporation trains every person as soon as practicable after being hired and provide training in respect of any changes to the policies.

We maintain records of the training provided including the dates on which the training was provided and the number of individuals to whom it was provided.

**Assistive Devices**

People with disabilities may use their personal assistive devices when accessing our goods, services or facilities.

In cases where the assistive device presents a significant and unavoidable health or safety concern or may not be permitted for other reasons, other measures will be used to ensure the person with a disability can access our goods, services or facilities.

We ensure that staff are trained and familiar with various assistive devices that are on site or are provided that may be used by customers with disabilities while accessing our goods, services or facilities.

**Communication**

We communicate with people with disabilities in ways that take into account their disability. In order to achieve this, we will work with the person with disabilities to determine what method of communication works for them.

**Feedback Process**

Those wishing to provide feedback to Linamar Corporation regarding this policy or other AODA initiatives may do so through the following methods. All feedback will be responded to in a timely and thorough manner.

*Mail:*

c/o Roxanne Rose  
287 Speedvale Ave W.  
Guelph, ON  
N1H 1C5

*Phone:* 519-836-7750

*E-mail:* Roxanne.rose@linamar.com

*In-person:* Roxanne Rose, Vice-President of Global Human Resources – 287 Speedvale Ave W, Guelph

### **Notice of Availability of Documents**

Linamar Corporation notifies the public that documents related to accessible customer service, are available upon request by posting accessibility documents on the Linamar Corporation website (Linamar.com/governance). Linamar Corporation will provide these documents in an accessible format or with communication support, on request. We will consult with the person making the request to determine the suitability of the format or communication support. We will provide the accessible format in a timely manner and, at no additional cost.

### **Information and Communications**

We have a process for receiving and responding to feedback and the process is accessible to persons with disabilities upon request.

We communicate with people with disabilities in ways that take into account their disability. When asked, we will provide information about our organization and its services, including public safety information, in accessible formats or with communication supports:

- a) in a timely manner, taking into account the person's accessibility needs due to disability; and
- b) at a cost that is no more than the regular cost charged to other persons.

We will consult with the person making the request in determining the suitability of an accessible format or communication support. If the organization determines that information or communications are unconvertible, the organization shall provide the requestor with:

- a) an explanation as to why the information or communications are unconvertible; and
- b) a summary of the unconvertible information or communications.

We will also meet internationally-recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws.

### **Employment**

We notify employees, job applicants and the public that accommodations can be made during recruitment and hiring. We notify job applicants when they are individually selected to participate in an assessment or selection process that accommodations are available upon request. We consult with the applicants and provide or arrange for suitable accommodation.

We notify successful applicants of policies for accommodating employees with disabilities when making offers of employment. We notify staff that supports are available for those with disabilities as soon as practicable after they begin their employment. We provide updated information to employees whenever there is a change to existing policies on the provision of job accommodation that take into account an employee's accessibility needs due to a disability.

We will consult with employees when arranging for the provision of suitable accommodation in a manner that takes into account the accessibility needs due to disability. We will consult with the person making the request in determining the suitability of an accessible format or communication supports specifically for:

- a) information that is needed in order to perform the employee's job; and
- b) information that is generally available to employees in the workplace

Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency. With the employee's consent, we will provide workplace emergency information to a designated person who is providing assistance to that employee during an emergency.

We will provide the information as soon as practicable after we become aware of the need for accommodation due to the employee's disability.

We will review the individualized workplace emergency response information:

- a) when the employee moves to a different location in the organization;
- b) when the employee's overall accommodations needs or plans are reviewed; and
- c) when the employer reviews its general emergency response policies.

We have a written process to develop individual accommodation plans for employees.

We have a written process for employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.

Our performance management, career development and redeployment processes take into account the accessibility needs of all employees.

### **Modifications to This Policy or Other Policies**

Linamar Corporation is committed to developing policies that respect and promote the dignity and independence of people with disabilities. Linamar Corporation retains the right to amend or change this policy at any time; however, any such change will only be made after considering the impact on people with disabilities.

Date: January 25th, 2024