

Accessibility Plan and Policy

Accessibility for Ontarians with Disabilities Act (2005), and its associated standards and regulations (AODA)

Training

Würth Canada Limited (the "Company") is committed to providing training to all of its employees and volunteers on the following topics:

1. Overview of AODA and the requirements of the customer service standard
2. Human Rights code as it pertains to those who identify with having a disability
3. The Company's policies on providing accessible customer service
4. How to interact with various types of disabilities

Training will also be provided to individuals who are responsible for developing the Company's policies, and all other persons who provide goods, services or facilities on behalf of the Company.

Training will be conducted as soon as is reasonably practicable, but no later than September 30, 2016. Ongoing training and any changes to the accessibility policy will be communicated to all new and existing employees.

Information and Communications

The Company is committed to communicating with individuals with disabilities in a manner that considers their disability. Upon request, the Company will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities. Reasonable accessible formats and communication supports will be provided in a timely manner and at no additional cost to the individual.

The Company will take into account the person's accessibility needs when customizing individual requests and shall consult with the individual making the request to ensure suitability.

Workplace Emergency Response Information

Where required, the Company will produce individual workplace emergency response information for employees with disabilities. This information will take into consideration the specific challenges that the individual's disability may create as well as the physical nature of the workplace. The employee will be involved in the discussions pertaining to the creation of this information.

This information will continuously be reviewed when:

- The employee moves to a different physical location in the organization;
- The employee's overall accommodation needs or plans are reviewed; and/or
- The Company reviews general emergency response policies.



In the event that an employee requires assistance, with the employee's consent, management shall provide the workplace emergency response information to the person designated by the Company in order to provide the assistance needed by the employee.

Employment/Recruitment, Assessment and Selection

The Company is committed to fair and accessible employment practices. Candidates will be informed that accommodations are available upon request during the recruitment and selection process. Where an accommodation is requested, the Company will consult with the applicant and provide or arrange for suitable accommodation.

Documented Individual Accommodation Plans & Return to Work Process

The Company will continue to review how it can better meet the needs of people with disabilities in regards to career development and performance management.

The Company has in place a policy and process for developing individual accommodation plans and return-to-work programs for employees that have been absent due to a disability. The Company's employees are encouraged to contact Human Resources for detailed information.

When required, the Company will develop and have in place a written process for documenting individual accommodation plans. A sample process for the development of an accommodation plan may include specific elements, such as:

- The means by which the employee is assessed on an individual basis;
- The ways that an employee may be required to go through an evaluation by an outside medical expert, or other experts, to determine if and how an accommodation can be achieved; the steps taken to protect the privacy of the employee's personal information;
- The frequency with which the individual accommodation plan should be reviewed or updated and how it should be done; and
- The means of providing the accommodation plan in an accessible format, based on the employee's accessibility needs.

Performance Management and Career Development

When implementing processes for performance management and career advancement opportunities, the Company is committed to reviewing how it can better meet the needs of people with disabilities in regards to career development and performance management. *Individual accommodation plans will be taken into consideration as required.*



On-going Commitment

The Company will continue to move forward as an accessible workplace.

The Company will continuously work to create a fully accessible workplace, research ways to eliminate barriers to accessibility and exercise unbiased hiring practices towards people with disabilities.

This policy will be reviewed regularly to ensure that it is reflective of the Company's current practices as well as legislative requirements.

Please reach out to Human Resources as follows:

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Senior HR Manager

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humanresources@wurth.ca