

# Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

## Multi-Year Accessibility Plan

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### **Accessibility Plan and Policies for Boart Longyear**

This 2014-2021 Accessibility Plan outlines the policies, practices and actions Boart Longyear will put in place to improve opportunities for people with disabilities.

Boart Longyear recognizes the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) and will develop document, communicate and monitor a multi-year accessibility plan to implement the requirements of the AODA.

### **Statement of Commitment**

Boart Longyear is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity and are committed to meeting the needs of people with disabilities in a timely manner. We will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the AODA. We will amend certain policies and practices where and when required.

### **Accessible Emergency Information**

Boart Longyear will provide employees with disabilities individualized emergency response information when necessary. Upon hire, employees are provided with information on the process of communicating these requirements and the process used by the Company to address such requests. Existing employees have been made aware of this process through communication and training.

### **Training**

Boart Longyear will provide training to employees, volunteers and other staff members on Ontario's accessibility laws and the Human Rights Codes as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees, volunteers and other staff members.

Boart Longyear delivers the training to meet Ontario's accessibility requirements by conducting:

- Town Hall Meeting throughout Ontario locations
- On-line training

### **Information and Communication**

Boart Longyear is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their communication needs. We take the following steps to ensure existing feedback processes are accessible to people with disabilities upon request:

- We ensure all new hires receive instruction on how and where to direct feedback in our onboarding package/process
- Update existing postings at all locations when required.

## **Employment**

Boart Longyear is committed to fair and accessible employment practices. We include confirmation that upon request, we will accommodate people with disabilities during the recruitment and assessment processes in our job postings.

Upon hire, we provide employees with an emergency information worksheet to communicate their accommodation requirements. Existing employees are advised during annual refresher training on where and how to access these worksheets in the event they require accommodation.

Boart Longyear will provide disabled employees with personalized emergency response information to properly accommodate their requirements.

Boart Longyear will develop individual accommodation plans and follow existing return to work programs to assist disabled employees who have been absent from work due to disability return to work. We will review existing opportunities throughout our organization and perform our due diligence to return employees to work in a safe and timely manner where ever possible.

We will take the necessary steps to ensure the accessibility needs of employees with disabilities are taken into account during performance management, career development, succession planning and redeployment processes.

We will take steps to prevent and remove other accessibility barriers identified during the development of policies and procedures related to the Employment Standard requirements.

### **For More Information:**

For more information on this accessibility plan, please contact Robert Closner, VP General Counsel – The Americas at (905) 491-4472 or by email at [robert.closner@boartlongyear.com](mailto:robert.closner@boartlongyear.com)

*Please note that Boart Longyear does not currently have any kiosks, public spaces, public parking, nor do we have information that we make available to the public.*