

VDK Group Inc. is committed to providing an inclusive and barrier-free workplace and ensuring equal access to employment opportunities for persons with disabilities. We support the full participation of individuals with disabilities and comply with the **Accessibility for Ontarians with Disabilities Act, 2005 (AODA)**, the **Integrated Accessibility Standards Regulation (IASR)**, and the **Ontario Human Rights Code**.

We are committed to treating all individuals with dignity, independence, integration, and equal opportunity. We will identify, remove, and prevent barriers to accessibility and ensure accessibility is integrated into our organizational practices.

Accessibility is a shared responsibility of management, employees, and all individuals interacting with the organization.

Scope

This policy applies to:

- Employees
- Job applicants
- Contractors and temporary workers
- Customers and visitors

The policy applies to all VDK Group Inc. facilities, including office locations, manufacturing facilities, and job sites where applicable.

Accessibility Standards

Training

VDK Group Inc. provides accessibility training to:

- All employees
- Supervisors and managers
- Individuals responsible for developing company policies
- Individuals providing goods, services, or facilities on behalf of the organization

Training includes:

- The requirements of the AODA
- The Integrated Accessibility Standards Regulation
- The Ontario Human Rights Code as it relates to disability
- How to interact and communicate with persons with various types of disabilities
- The use of assistive devices
- The role of service animals and support persons

Training is provided as soon as practicable after hire and when changes are made to accessibility policies. Records of training are maintained by Human Resources.

Accessible Customer Service

VDK Group Inc. is committed to providing accessible customer service.

Persons with disabilities are permitted to use assistive devices to access services. Individuals may also be accompanied by a service animal or support person where permitted by law.

Where accessible services or facilities are temporarily disrupted, VDK Group Inc. will provide notice, including the reason for the disruption, the expected duration, and any available alternatives.

An accessibility feedback process is maintained to allow individuals to provide comments or concerns regarding accessibility.

Service Animals

Persons with disabilities accompanied by a service animal are welcome in areas of our premises open to the public unless excluded by law.

If it is not readily apparent that the animal is a service animal, documentation from a regulated health professional may be requested.

Where a service animal cannot be permitted due to health or safety regulations, VDK Group Inc. will work with the individual to determine reasonable alternative arrangements.

Support Persons

Persons with disabilities who are accompanied by a support person are permitted to have the support person accompany them on our premises.

Where applicable, notice of any fees related to support persons will be provided in advance.

In limited situations involving health or safety concerns, VDK Group Inc. may require a support person after consulting with the individual and determining that such assistance is necessary.

Temporary Disruptions

VDK Group Inc. will provide notice of planned or unexpected disruptions to accessible services or facilities.

Notice will include:

- Reason for the disruption
- Anticipated duration
- Available alternative services or facilities

Accessibility & Accessible Workplace Policy



Notice may be communicated through posted signage, website notices, or other appropriate communication methods.

Information and Communication

VDK Group Inc. will provide accessible formats and communication supports upon request and in consultation with the individual.

Accessible formats will be provided promptly and at no additional cost.

Emergency procedures and public safety information will also be provided in accessible formats upon request.

Accessible Employment Practices

VDK Group Inc. ensures accessibility throughout the employment lifecycle, including recruitment, assessment, selection, accommodation, and career development.

Recruitment

All job postings include a statement informing applicants that accommodations are available throughout the recruitment process.

Example:

“VDK Group Inc. is committed to providing accommodations for applicants with disabilities throughout the recruitment process. If you require accommodation, please notify Human Resources.”

Application Process

Applicants may submit application materials in accessible formats. Requests for accommodation during the application process will be addressed promptly.

Assessment and Selection

Assessment tools and interview processes can be adapted to meet accessibility needs. Accommodation examples may include alternative formats, extended time for assessments, accessible interview locations, or assistive technology support.

Consultation Process

VDK Group Inc. follows an individualized consultation process to determine appropriate accommodation for applicants with disabilities.

Human Resources will consult with applicants to understand accessibility needs and determine appropriate accommodations that enable full participation in the recruitment process.

All information related to accommodation requests is handled confidentially.

Accessibility & Accessible Workplace Policy



Workplace Accommodations

VDK Group Inc. maintains documented procedures for individual accommodation plans and return-to-work processes for employees with disabilities.

Accessibility needs are considered in:

- Performance management
- Career development
- Redeployment
- Workplace emergency response planning

Documentation and Record Keeping

Accommodation requests and accessibility supports are documented confidentially to ensure compliance with applicable legislation and to support continuous improvement.

Policy Review

This policy will be reviewed periodically and updated as necessary to ensure continued compliance with accessibility legislation and to support ongoing accessibility improvements.