
 <p>Hiram Walker & Sons Limited Pernod Ricard</p> 	
INTEGRATED ACCESSIBILITY STANDARDS POLICY	Page: 1 of 7
	Date: 2018/5/15
	Version: 1.0

Purpose:

The following policy has been established by the Company to govern the provision of services with Regulation 191/11, “Integrated Accessibility Standards” (“Regulation”) under the *Accessibility for Ontarians with Disabilities Act, 2005*.

These standards are developed to break down barriers and increase accessibility for persons with disabilities in the areas of information and communications and employment.

The Company is governed by this policy as well as the Accessibility Standards for Customer Service Policy and the *Accessibility for Ontarians with Disabilities Act, 2005* in meeting the accessibility needs of persons with disabilities.

Scope:

This policy applies to:

1. All Salaried Full-Time Corby Spirit and Wine Limited employees
2. All Salaried Full-Time Hiram Walker & Sons Employees including those employees working for other Pernod Affiliates within Canada

Policy:

The Company committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of persons 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*.

This policy will be implemented in accordance with the time frames established by the Regulation.

Accessibility Plan

The Company will develop, maintain and document an Accessibility Plan outlining the company's strategy to prevent and remove barriers from its workplace and to improve opportunities for persons with disabilities.

The Accessibility Plan will be reviewed and updated at least once every five years, and will be posted on the company's website. Upon request, the Company will provide a copy of the Accessibility Plan in an accessible format.

Training Employees and Volunteers

The Company will ensure that training is provided on the requirements of the accessibility standards referred to in the Regulation and continue to provide training on the *Human Rights Code* as it pertains to persons with disabilities, to:

- all its employees and volunteers;
- all persons who participate in developing Company policies; and,
- all other persons who provide goods, services or facilities on behalf of the company

The training will be appropriate to the duties of the employees, volunteers and other persons.

Employees will be trained when changes are made to the accessibility policy. New employees will be trained as part of the on-boarding process.

The Company will keep a record of the training it provides.

INFORMATION AND COMMUNICATIONS STANDARDS

Feedback

In order to properly assess the needs of persons with disabilities, the Company has created a feedback process and designated a member of staff as its AODA Compliance Officer.

Receiving Feedback

Feedback can be provided in accessible formats and with communication support upon request. For example, a person may provide feedback by contacting the AODA Compliance Officer in person, by mail, phone, or email. In addition, the Company has prepared a Feedback Form (See Schedule A).

All feedback will be processed by the AODA Compliance Officer. All feedback will be kept in strict confidence and will be used to improve customer service.

Responding to Feedback

If the feedback raises serious concerns with respect to the delivery of goods, services or facilities to persons with disabilities, the Company will provide a response to the concerns in a timely manner. The author of the feedback will be provided a response in the format requested (or the most appropriate format where no request was made) outlining actions taken. The Company shall make best efforts to respond to feedback within three (3) business days.

Notification

The Company will notify persons that it provides goods, services or facilities to that this Policy and the feedback process contained herein is available on request.

Accessible Formats and Communication Supports

Upon request, the Company will provide, or will 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.

The Company will consult with the person making the request in determining the suitability of an accessible format or communication support.

The Company will also notify the public about the availability of accessible formats and communication supports.

Accessible Websites and Web Content

The Company will ensure that our Internet websites, including web content, conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level AA except where this is impracticable.

EMPLOYMENT STANDARDS

Recruitment

The Company will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process.

Recruitment, Assessment or Selection Process

The Company will notify job applicants, when they are individually selected to participate further in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used.

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

Notice to Successful Applicants

When making offers of employment, The Company will notify the successful applicant of its policies for accommodating employees with disabilities.

Informing Employees of Supports

The Company will continue to inform its employees of its policies (and any updates to those policies) used to support employees with disabilities, including policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. This information will be provided to new employees as soon as practicable after commencing employment.

Accessible Formats and Communication Supports for Employees

Upon the request of an employee with a disability, The Company 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 his/her job, and information that is generally available to other employees.

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

Workplace Emergency Response Information

The Company will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and if The Company is aware of the need for accommodation due to the employee's disability. The Company will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the employee requires assistance, The Company will, with the consent of the employee, provide the workplace emergency response information to the person designated by The Company to provide assistance to the employee.

The Company will review the individualized workplace emergency response information when the employee moves to a different location in the organization, when the employee's overall accommodations needs or plans are reviewed.

Documented Individual Accommodation Plans

The Company will maintain a written process for the development of documented individual accommodation plans for employees with disabilities.

If requested, information regarding accessible formats and communications supports provided will also be included in individual accommodation plans.

In addition, the plans will include individualized workplace emergency response information (where required), and will identify any other accommodation that is to be provided.

Return to Work Process

The Company maintains a documented return to work process for its 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 The Company will take to facilitate the return to work and will include documented individual accommodation plans as part of the process.

This return to work process will not replace or override any other return to work process created by or under any other statute (ie., the *Workplace Safety Insurance Act, 1997*).

Performance Management, Career Development and Advancement & Redeployment

The Company 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 to employees, or when redeploying employees.

Questions about this policy

This policy has been developed to break down barriers and increase accessibility for persons with disabilities in the areas of information and communications and employment. If anyone has a question about the policy, or if the purpose of a policy is not understood, an explanation will be provided by the Human Resources Department.

SCHEDULE "A"

AODA FEEDBACK FORM

While you may provide us with Feedback in whatever format you deem appropriate, we have created this form as a guide to assist you in providing Feedback.

General Information

Name:	
Contact information:	
Date of visit:	
Location you visited:	

Were you satisfied with our customer service?

Yes **No** **Somewhat**

Comments:

Were our staff courteous and accommodating?

Yes **No** **Somewhat**

Comments:

Did you experience any barriers when accessing our goods or services?

Yes **No** **Somewhat**

Comments:

Please identify what actions the Company can take to remove the barriers that you have identified above or otherwise make it easier for you to access our services.

Please list any other comments or concerns:

You may submit your feedback by any of the following methods:

- Email: by emailing the feedback form as an attachment to HR.Canada@pernod-ricard.com
- Phone: by calling the Company's Human Resources department at 519-254-5171
- Standard Mail: by printing the feedback form and mailing it to:

Attention: AODA Compliance
Officer
Hiram Walker & Sons Limited
2072 Riverside Drive
Windsor, Ontario
N8Y 4S5

Attention: AODA Compliance
Officer
Corby Spirit and Wine Limited
225 King Street West, Suite 1100
Toronto, Ontario
M5V 3M2

- In person: by visiting the Company's office and dropping off the feedback form at the front reception area (note: a hard copy of this form is available at Gate 5 Security at Hiram Walker & Sons Ltd and the front reception area at Corby Spirit and Wine Limited)