



DE HAVILLAND AIRCRAFT
OF CANADA LIMITED

Accessible Employment Policy
Revision #2, February 2023



Accessible Employment Policy De Havilland Aircraft of Canada

If you are a person with a disability and require reasonable accommodations to read this document, please contact a member of the Human Resources team.



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Published under the Authority of:

HUMAN RESOURCES
De Havilland Aircraft of Canada
3615 34th St. NE
Calgary, AB
T1Y 6Z8

Document Title: Accessible Employment Policy
Version: 2
Date: February 28, 2023
Document Identifier: POLICY DHC ACCESSBILE EMPLOYMENT POLICY



Document Control

Record of Amendments

Document Number	Revision	Effective Date	Expiry Date
HS.DHC.018.POL	Original draft	June 1, 2019	
	1	February 8, 2023	
	2	February 28, 2023	

Approvals

VP, Human Resources	Rob Kearley	Approved:	Date: 13 March 2023
CPO, De Havilland of Canada	Brenda Allen	Approved:	Date: 10 MARCH 2023
Chief Executive Officer De Havilland Aircraft of Canada	Brian Chafe	Approved:	Date: 10 March 2023

De Havilland Aircraft of Canada Limited ("De Havilland" or the "Company") is committed to removing any barriers in employment faced by employees with disabilities. As such, we provide a working environment which complies with the requirements of the Employment Standards in the *Integrated Accessibility Standards, Ontario Regulation 191/11*, and as established under the *Accessibility for Ontarians with Disabilities Act, 2005* (the "AODA"). It is important to De Havilland that all employees with disabilities (including potential employees) find our workplace to be welcoming and supportive. To that end, we have put in place the processes contained herein.

INTENDED AUDIENCE

All employees, contractors, leaders, and job applicants of De Havilland Aircraft of Canada Limited.

Employees included in a Collective Agreement will also refer to the applicable article in the Collective Agreement. If there are variances in this policy to the Collective Agreement, the Collective Agreement will supersede this policy.



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1.0 Documented Individual Accommodation Plan

If an employee requires reasonable accommodation in the workplace due to a disability, De Havilland will work with the employee to prepare an individual accommodation plan ("IAP") outlining, among other things, any accommodation measures that will be implemented. The IAP will be provided to the employee in a format which takes into account his or her disability.

The IAP process will be kept as confidential as possible. No information will be released to other team members without the permission of the employee, except as where required for reasonable operational purposes: those who are informed will be advised on a "need to know" basis only (e.g., direct supervisor of the employee).

The IAP Process is as follows:

- Employee advises their Manager or their functional HR Business Partner that they require an accommodation due to a disability. If the employee advises his or her Manager, the Manager is responsible for contacting the functional HR Business Partner to engage this IAP Process.
- Employee participates in the development of the IAP with Human Resources. The employee may request to Human Resources the participation of one (1) representative from the workplace to participate in this process with the employee.
- Employee provides Human Resources with information and documentation regarding the employee's functional limitations and advises how De Havilland may be able to accommodate the disability. The Company will consider the employee's proposals however, ultimately it is up to De Havilland to determine what, if any, reasonable accommodations will be provided, based on the documentation submitted by the employee and the Company's operational needs.
- De Havilland can, at its discretion, request an evaluation by an outside medical or other expert, at the Company's expense, to assist in assessing potential options to accommodate the employee.
- Human Resources documents the accommodation requirements in the IAP, including any workplace emergency response information that may be required.
- Within one (1) week of finalizing the IAP, De Havilland will provide the employee with a copy of the IAP in a format which takes into account the individual's disability. A copy is placed in the employee's file and a copy will be provided to the employee's direct supervisor.
- Human Resources takes responsibility for ensuring the plan of action outlined in the IAP is in place.
- Each IAP is reviewed in April of each year. or when De Havilland receives information suggesting that the employee's disability-related needs have changed.



If the Company determines that accommodation is not required or if the Company cannot accommodate the employee without undue hardship, the employee will be provided with the reasons for this decision.

2.0 Workplace Emergency Response Information

De Havilland will work with you to provide any additional reasonable accommodations that may be required in the event of an emergency and will document these measures in your IAP.

If you are a person with a temporary or permanent disability, and require assistance in the event of an emergency, please contact your local Health and Safety team member so that De Havilland can provide you with a personalized workplace emergency response plan, with your input and consent.

The Company will review and update, if necessary, the response plan when:

- a. you change locations;
- b. your overall accommodation needs and/or accommodation plan are reviewed; and
- c. when the Company's general emergency policies are reviewed.

If you require assistance in emergency situations, De Havilland will provide your personalized workplace emergency response plan to a designated person(s), with your consent and in a way that respects your privacy.

3.0 Return to Work Process

After an employee has been absent from work due to a disability, De Havilland works with the relevant parties to successfully re-integrate the employee back to work. The Return-to-Work process is documented in the IAP, and may include the following:

- A Gradual Return to Work (schedule based on days of the week, hours and shift)
- Ergonomic assessments (e.g., chair, desk, computer, etc.)
- The purchase of items to support the individual (e.g., keyboard, mouse, stand-sit desk, etc.)
- Restrictions (e.g., no heavy lifting, etc.)
- Mini breaks (from computer screen work, walking, stretching, etc.)
- Time off to attend doctor or specialist appointments
- Limiting workplace exposures (e.g., noise, temperature, smells, etc.)
- Limiting workplace stress (e.g., deadlines, flexibility of work hours, interaction with others, etc.)



Employer Return to Work Process

1. Liaise with the Case Manager regarding the status of the claim to ensure clearance has been obtained with the Employee's attending physician for a Return to Work program
2. Identify if the program should be a Graduated Return to Work (GRTW) or a full immediate Return to Work (RTW)
3. Identify and clearly understand the restrictions for a successful RTW plan
4. Confirm the dates, hours shift, and duties of the GRTW/RTW program
5. Connect with the Manager to confirm the schedule of the employee's return to work program
6. Connect with the Employee to identify if there are any specific concerns of their RTW program
7. Resolve any issues and ensure understanding by Employee and Manager of the RTW program
8. Confirm with Case Manager that RTW program is proceeding as defined
9. Check in on a bi-weekly basis with Employee and Manager to ensure RTW program is working well
10. Confirm hours worked by Employee on a bi-weekly basis to Case Manager to offset earnings under the STD/LTD plan
11. Confirm when RTW program is completed and employee is back to full hours & responsibilities.

For further information, please contact Human Resources.