



STINSON OWL-LITE'S HIRING PHILOSOPHY, AND OUR COMMITMENT TO THE REGULATIONS UNDER THE ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA)

The hiring process at Stinson Owl-Lite is one of inclusion and accommodation.

Applicants participating in the hiring process have the right to request accommodation and should discuss their needs with us.

We realize that everyone is different and that each person's need for accommodation will differ from those of others. This being the case, we will work with the individual to find a mutually suitable form of accommodation.

EMPLOYMENT

Recruitment:

- Review and, as necessary, modify existing recruitment, assessment, and selection procedures and processes.
- Notify all job applicants and the public that accommodation is available during the recruitment process on request, by specifying same in job postings and within the careers section of the corporate website.
- Specify that accommodation is available for applicants with disabilities in recruitment-related materials and during scheduling of interviews and assessments.
- If an applicant requests accommodation, consult with the applicant and arrange for the provision of suitable accommodation that considers the applicant's needs due to disability.
- When making offers of employment, notify the successful applicant of Stinson Owl-Lite's policies for accommodating colleagues with disabilities.
- Develop and provide appropriate training to colleagues responsible for recruitment, assessment, selection and on-boarding to ensure these planned actions are delivered, and accommodation requests are fulfilled in an effective and timely manner.

Workplace:

- Review and, as necessary, modify existing orientation and on-boarding processes to ensure new colleagues are provided information about Stinson Owl-Lite's accessibility policies as soon as practicable after employment commences, including a description of the same in New Hire Kits.
- Develop a procedure to advise colleagues whenever there is a change to existing policies on the provision of workplace accommodations.
- Develop and integrate procedures for documenting and updating, as required, documented individual accommodation plans, which will provide for the method(s) by which requesting colleagues will be assessed and represented, how they can participate in the plan's development, and the method by which a copy of the plan will be provided to the colleague in a format that takes his or her accessibility needs into account.
- Develop and provide appropriate training to managers and colleagues responsible for supporting the individualized accommodation plan process, and a training schedule that will ensure the efficacy of the process on a continuing basis.

Return to Work from Disability-Related Leave:

- Review and, as necessary, modify and document existing return to work processes for colleagues who have been absent from work due to a disability and require accommodation in order to return to work.
- Ensure documented individual accommodation plans comprise part of the return to work process.
- Develop and provide appropriate training to managers and other colleagues responsible for supporting the return to work process for colleagues who require accommodation in order to return to work, and a training schedule for same that will ensure effective execution of the return to work process on a continuous basis.

Performance Management, Career Development and Redeployment:

- Review and, as necessary, modify existing performance management, career development and redeployment processes to ensure that the accessibility needs and individual accommodation plans of colleagues with disabilities are taken into account.
- Develop and provide appropriate training to managers and other colleagues responsible for performance management, career development, advancement, and redeployment.
- Maintain a training process for managers and others with this responsibility.