

This *Multi-Year Accessibility Plan* is an appendix to our Accessibility for Ontarians with Disabilities Act Policy. It outlines our strategy to prevent and remove barriers to address the current and future requirements of the Accessibility for Ontarians with Disabilities Act (the “AODA”), and in order to fulfill our commitment as outlined in our AODA policy.

**Customer Service
Accessibility**

Weston Foods (WF) complies with the Accessible Customer Service Regulation under the AODA. Among the measures that have been implemented are the following:

- We have ensured that training has been provided to every person who interacts with the public on the Company’s behalf, as well as to all those who are involved in the development of our policies, procedures and practices governing the provision of goods or services to the public. This training includes the purpose of standards regarding accessibility set by provincial legislation and related requirements, as well as how to communicate, interact and support persons with disabilities in a way that takes into account their disability. The training is delivered as soon as practicable after hire and on an ongoing basis as our policies or procedures governing the provision of goods or services to persons with disabilities, are updated;
- Persons with disabilities are permitted to use their own assistive devices to obtain, use or benefit from our goods and/or services;
- Persons accompanied by a service animal are permitted to enter areas of our premises that are open to the public, except in those areas in which the animal is excluded by law;
- Where a person with a disability is accompanied by a support person, both the person with the disability and the support person are provided equal access to our goods and services;
- Notice is provided to the public of any temporary or other disruptions to facilities or services usually used by persons with disabilities, including information about the reason for and expected length of the disruption and a description of any alternative facilities and/or services that are available;
- We welcome feedback about how we provide goods or services to persons with disabilities through multiple communication channels.

Self-Service Kiosks

Following the review of our operations, it has been determined that we do not maintain self-service kiosks. However, to the extent that self-service kiosks are acquired or operated in the future we will consider accessibility issues and requirements at that time.

**AODA Policy & Multi-
Year Accessibility
Plan**

Our AODA Policy affirms our commitment to meeting the accessibility needs of persons with disabilities in a timely manner and governs the way we will achieve accessibility;

We updated this *Multi-Year Accessibility Plan* outlining our phased-in strategy for identifying, removing and preventing barriers to accessibility;

The Policy and Plan are posted on our corporate website (www.westonfoods.ca) and will be provided in alternate formats upon request;

This Plan will be updated at least once every five years or as our accessibility strategy evolves.

Weston Foods (WF) is committed to making company information and communications accessible to persons with disabilities.

Websites and Web Content:

We will continue to monitor the creation of any new websites and web content, including those websites undergoing a significant refresh to ensure they comply with WCAG 2.0 Level AA as currently required by AODA.

On an ongoing basis, we will ensure a process is in place to confirm that websites and content continue to meet required WCAG conformance levels currently in effect.

Feedback, Accessible Formats and Communication Supports:

Our processes for receiving and responding to feedback are accessible, by providing or arranging for the provision of accessible formats and communication supports, upon request.

Upon request, we provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, in a timely manner and at no extra cost.

Requesting persons will be consulted as to the suitability of an accessible format or communication support.

Feedback will be accepted by HR at [1-800-590-6861](tel:1-800-590-6861), or in writing to Weston Foods c/o Human Resources, 1425 the Queensway, Etobicoke, ON, M8Z 1T3

The public will be notified about the availability of accessible formats and communication supports by a notification on www.westonfoods.ca.

We are committed to implementing a process to ensure that all employees, and those who provide services on the our behalf, and persons participating in the development and approval of our policies are provided with appropriate training on the requirements of the AODA and any aspect of human rights legislation relating to persons with disabilities.

We have conducted training appropriate to the duties of the person and in 2021 will continue to refresh this training. We will continue to develop processes to provide training in a timely manner, maintain records of the training provided including training dates, and the number of individuals to whom it was provided.

We are committed to accessible employment practices and to removing any barriers that prevent or hinder the recruitment, retention and career development of employees with disabilities. Accessibility is integrated into WF’s employment-related practices, and has implemented the following:

Emergency Response Plans:

Alternative emergency preparedness plans are created, as required and as soon as practicable, for employees who the Company is aware are unable to follow the standard emergency plan in their Company work location, as a result of a permanent or temporary disability.

The employee and, if the employee consents, any designated assistant(s) are provided with the alternative emergency preparedness plan. Alternative emergency preparedness plans are stored with the standard Emergency Plan(s) in the employee’s work location.

Communication & Information

Training

Employment

Recruitment:

Notification of job applicants that accommodation is available during the recruitment process on request, by specifying same in job postings and on the careers section of the corporate website.

We 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, we consult with the applicant and arrange for the provision of suitable accommodation that takes into account the applicant's needs due to disability.

When making offers of employment, the successful applicant is notified of our policies for accommodating employees with disabilities.

We provide appropriate training to employees 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:

We review and, as necessary, modify existing orientation and on-boarding processes to ensure new employees are provided information about the Company's accessibility policies.

We outline procedures for documenting and updating, as required, documented individual accommodation plans. We provide for the method(s) by which requesting employees 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 employees in a format that takes their accessibility needs into account.

We provide appropriate training to managers and employees 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 Leaves:

We review and, as necessary, modify and document existing return to work processes for employees who have been absent from work due to a disability and require accommodation in order to return to work.

We ensure documented individual accommodation plans comprise part of the return to work process.

We develop and provide training to managers and other employees responsible for supporting the return to work process for employees 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:

We take into account the accessibility needs of employees with disabilities when providing career development and advancement to our employees with disabilities, including notification of the ability to provide accommodations on internal job postings.