

Haleon Canada Accessibility Policy

Statement of Commitment

Haleon Canada is committed to treating all people in a way that allows them to maintain their dignity and independence. We are committed to meeting the needs of persons with disabilities in a timely manner, by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

Accessibility Plan

Haleon Canada has a Multi-Year Accessibility Plan (see Appendix 1) outlining the company's strategy to prevent and remove barriers from its workplace and to improve opportunities for persons with disabilities. The Multi-Year Accessibility Plan will be reviewed and updated at least once every three years. Upon request, a copy of the Accessibility Plan will be provided in an accessible format.

Training

Haleon Canada employees must complete the Accessibility training periodically or when changes are made to policies and procedures. This training is also provided to new hires as part of new employee orientation.

Accessible Information

Accessible Formats and Communication Supports for Employees

Upon the request of an employee with a disability, Haleon Canada 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, Haleon Canada will consult with the employee making the request.

Workplace Emergency Response Information

Haleon Canada will provide a personal emergency evacuation plan to employees who have a disability upon request.

Individual Accommodation

Haleon Canada has an individual accommodation process for employees with disabilities.

Return to Work Process

Haleon Canada has a 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.

Information and Communications

Haleon Canada is committed to meeting the communication needs of people with disabilities and remains open to receiving feedback regarding requirements. The company will also ensure that our websites and web content meet or exceed the AODA WCAG 2.0 requirements.

Employment

Informing Employees of Support

Haleon Canada will inform its employees of any policies and changes to policies related to support and accommodation for employees with disabilities.

Recruitment, Assessment or Selection Process

Haleon Canada will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process. Haleon Canada 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 considers the applicant's accessibility needs due to disability. After making offers of employment Haleon Canada will notify the successful applicant of its policies for accommodating employees with disabilities.

Performance Management, Career Development, Advancement & Redeployment

Haleon Canada will consider 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.

Design of Public Spaces

Haleon Canada will meet the Accessibility Standards for the Design of Public Spaces when building or making major modification to public spaces related to our office location(s). This includes parking lots, office facilities, office furniture, signage, and service disruption requirements.

Appendix 1

Haleon Canada AODA Multi-Year Plan 2022-2025

Initiative	Requirements	Actions Completed
Establishment of Accessibility Policies	Develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards	Policies were reviewed in 2021 and again in 2022 to ensure alignment for new organization.
Accessibility Plans	Review established accessibility plan periodically and post the plan on the company website.	New multi-year plan created and available on external website.
Training	Ensure that employee training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities	Training modules were reviewed in 2022 to confirm that meet all requirements. Refresher training was assigned as needed.
Feedback	Ensure there is a feedback process for persons with disabilities and provide accessible formats and communications supports, upon request	Accessibility policies, employee feedback and customer feedback forms were reviewed in 2022 and are available on external website.
Accessible Formats & Communication Supports	Provide or arrange for the provision of accessible formats and communication supports for persons with disabilities.	Accessibility policy and processes were reviewed in 2022 to ensure ongoing accessible formats and communication supports are available for both employees and customers with disabilities when requested. Consumer Relations team added to AODA training list in May 2022.
Emergency Procedures, Plans and Public Safety Info	<p>Provide emergency procedures, plans and public safety information in an accessible format or with appropriate communication supports, as soon as practical, upon request.</p> <p>Provide individualized workplace emergency response information to employees who have a disability, when accommodation is requested.</p>	<p>Emergency procedures available in visitor’s pamphlet, Operations Team will accommodate alternative formats upon request.</p> <p>Individualized workplace emergency information is available (Personal Emergency Evacuation Plan “PEEP”) for employees if required.</p>

<p>Accessible Websites & Web Content</p>	<p>Make internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines WCAG WAI 2.0 Level AA by Jan 1, 2021</p>	<p>All websites and web content were reviewed by 2020 and updates were made to meet or exceed Accessibility Guidelines WCAG WAI 2.0 Level AA requirements.</p>
<p>Recruitment, Assessment & Selection</p>	<p>Notify employees and the public about the availability of accommodation for applicants with disabilities in the recruitment process.</p> <p>Notify job applicants, when they are individually selected to participate in an assessment or selection process that accommodations are available upon request.</p> <p>When making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities</p>	<p>Reviewed recruitment documents and processes in 2022 to ensure access to accommodation is included in the process.</p>
<p>Workplace Emergency Response Information</p>	<p>Provide individualized workplace emergency response information to employees who have a disability, if the disability is such that individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability</p>	<p>Reviewed accommodation process and documents related to emergency response plans in 2022 to ensure workplace emergency response information is available</p>
<p>Employee Accommodation</p>	<p>Create a written process for the development of documented individual accommodation plans for employees with disabilities, including employees returning to work after an absence from work.</p> <p>Inform employees of company policy used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.</p>	<p>Reviewed accommodation process documents in 2022 to ensure that ongoing accommodation is available when necessary.</p>
<p>Building Requirements</p>	<p>All new building structures must comply with AODA legislation.</p>	<p>New Standish Court location was renovated in 2021/22. All renovations were compliant with AODA legislation requirements.</p>

