



Hoya Canada Human Resources

Issued: July 12, 2023
Revision period: 2 Years
Latest revision: July 12, 2023

Human Resources Focus:

04-010 ACCOMMODATION OF DISABILITIES IN THE WORKPLACE

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PROPRIETARY INFORMATION

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1. PURPOSE

HOYA is committed to meeting obligations under the Human Rights Code and the AODA by ensuring employees and job applicants who require accommodation due to disability.

2. PROCEDURE

During the recruitment process HOYA will notify job applicants about our commitment to accommodate persons with disabilities during the interview process.

Employees will be provided information on accommodation of disabilities and our policies. Employees who request accommodations must do so in writing to their immediate supervisor. accommodation request may be short or long term. The request must include:

- a) a description of the condition or circumstances causing the accommodation issue
- b) details of the accommodation measure sought to address the need.

When HOYA receives a request for accommodation, the Supervisor will:

- Accept requests for accommodations in good faith
- Act promptly
- Ask only for the information needed to provide the accommodation
- Actively seek appropriate accommodation solutions
- Cooperate with other parties where necessary
- Respect the dignity and privacy of the employee asking for accommodation
- Consider the costs of the accommodation, to the point of undue hardship

Employees seeking accommodation may be required to provide medical documentation and clarify their functional abilities. Employees are also expected to fully cooperate in their accommodation plan and provide updates on their progress.

HOYA will evaluate every request and on an individual bases and make adjustments/changes where possible. Accommodation does not have to be provided if it causes undue hardship. Undue hardship is the legal limit of the duty to accommodate. It refers to situations where the negative effects outweigh the benefit of providing accommodation.

3. DOCUMENT CHANGE HISTORY

| Revision Date [DD/MM/YYYY] | Nature of Revision | Document Review Participants |
|---------------------------------------|----------------------------|---|
| 12/07/2023 | Document original issuance | Renata Correia, Director of Human Resources |