

**HEXO<sup>®</sup>**

# **ACCESSIBILITY POLICY**

Version 1.0

**DATE**

MAY 2022



## Document Control

Next Review Date: May 2023

## Approval History

Approver(s)	Approved Date
Mona Matta	

## Revision History

Version No.	Date	Summary of Change	Changed By





## Accessibility Policy

### Purpose

HEXO is committed to identifying, removing and preventing barriers for people with disabilities. The company is committed to providing accessible employment and services in a way that respects the dignity and independence of people with disabilities in compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and in consideration of accessibility needs.

### Responsibility – Legislation

HEXO is committed to meeting its current and ongoing obligations under the Ontario Human Rights Code respecting non-discrimination. The company understands that obligations under the AODA and its accessibility standards do not substitute or limit its obligations under the Ontario Human Rights Code or obligations to people with disabilities under any other law. HEXO is committed to complying with both the Ontario Human Rights Code and the AODA.

### Scope

This policy applies to all HEXO workers who are based out of the province of Ontario. This includes employees, managers, students and others. This policy also applies to anyone else present at any of HEXO's Ontario workplaces and performing work for HEXO, whether a direct employee, consultant or service provider.

### Workplace

This policy applies in any Ontario HEXO-based work location or elsewhere as a result of employment responsibilities or relationships, including office-related social functions, work assignments, conferences and training, during travel, over the phone, or through electronic transmission.

### Definitions

**AODA:** Accessibility for Ontarians with Disabilities Act, 2005



## Policy

### 1.0 Principles

HEXO goods, services and facilities are to be available to people with disabilities in a manner that:

- is free from discrimination;
- strives at all times to respect the individual's dignity and independence;
- is integrated with the provision of service to others, except when alternative measures are necessary to meet the needs of people with disabilities; and
- takes individual needs into account where a uniform response is inappropriate, to ensure that there are no barriers to access or participation, and that individuals with disabilities are treated equitably.

### 2.0 Application

#### 2.1 Education & training

HEXO is committed to creating awareness of this policy to its workers through ongoing information sharing, education and training plans.

The company will ensure that training is provided on the requirements of the accessibility standards referred to in the Integrated Accessibility Standards Regulation and continue to provide training on the Human Rights Code as it pertains to persons with disabilities, to:

- all its Ontario employees and volunteers;
- all persons who participate in developing HEXO's policies

This training will be provided as soon as practicable following a new employee commencing employment with HEXO and a record of the training it provides will be kept.

#### 2.2 Information & communication

We will communicate with people with disabilities in ways that take into account their disability. When asked, we will provide information about our organization and its services, including public safety information, in accessible formats or with communication supports.

We will also meet internationally-recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws.

#### 2.3 Employment

We will notify employees, potential hires and the public that accommodations can be made during recruitment and hiring.



We will notify staff that supports are available for those with disabilities. We will put in place a process to develop individual accommodation plans for employees.

Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency.

#### **2.4 Feedback process**

The ultimate goal of HEXO is to meet and surpass expectations while employing people with disabilities. Comments how well those expectations are being met are welcome and appreciated.

Feedback regarding the way HEXO provides goods and services to people with disabilities can be made by letter, e-mail or verbally. All feedback will be directed to People & Culture at [people@hexo.com](mailto:people@hexo.com). Individuals can expect to hear back within 5 business days.

### **3.0 Administration**

#### **3.1 Policy review**

This policy will be reviewed annually by the appropriate parties, thus ensuring that this policy addresses the concerns of the company, is updated, and adheres to requirements of any legislative changes.

