



A.O.D.A. Statement of Commitment and Multi-Year Accessibility Plan for Saint-Gobain Corporation (operating in Ontario as SAINT-GOBAIN ADFORS AMERICA, INC, Decoustics, CertainTeed Gypsum Canada, Inc., CertainTeed Canada, Inc., Saint-Gobain Abrasives- Stoney Creek, Saint-Gobain Abrasives-Plattsville and Saint-Gobain Ceramic Materials Canada, Inc.) hereafter known as Saint-Gobain.

This Accessibility Plan outlines the company's accessibility policies and action plans to meet their obligations under Ontario's Accessibility for Ontarians with Disabilities Act.

December 2014

Statement of Commitment

Saint-Gobain is committed to treating all Ontarians in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of our employees in Ontario in a timely manner, where the business can reasonably accommodate those needs, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

Accessible Emergency Information

Saint-Gobain is committed to providing its Ontario customers and clients with publicly available emergency information in an accessible way upon request. We will also provide Ontario employees with disabilities with individualized emergency response information when necessary.

Training

Saint-Gobain has, by January 1, 2015, provided training to employees and other staff members on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training has been provided in a way that reflects the duties of employees and other staff members.

Saint-Gobain took the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws by **January 1, 2015**.

- Identified employees, managers, and those involved in employment policies and developed training materials for each group based on their duties.
- Conducted training to all groups in-person and through tele-conference sessions in 2014.

Information and Communications

Saint-Gobain is committed to meeting the communication needs of Ontarians with disabilities. We will consult with people with disabilities to determine their information and communication needs.

Saint-Gobain will take the following steps to make all new websites and content on those sites conform with WCAG 2.0, Level A by **January 1, 2014**.

Saint-Gobain will by January 1, 2015, ensure existing processes for receiving and responding to feedback are accessible to people with disabilities upon request:

Saint-Gobain will by January 1, 2016, make sure all publicly available information is made accessible.

Saint-Gobain will by January 1, 2021, make all websites and content conform with WCAG 2.0, Level AA.



Employment

Saint-Gobain is committed to fair and accessible employment practices.

In relation to the Employment Standards under Part III of the Integrated Accessibility Standards Regulations to the AODA (other than the Workplace Emergency Response Information regulations which has been addressed earlier in this Plan), **Saint-Gobain** has established an Employment Standards Accessibility working group and is in the process of reviewing our existing policies and procedures and where necessary, updating or amending these policies and procedures to ensure that, by January 1 2016, we are appropriately:

- Notifying the public and employees that, when requested, **we** will make accommodations available for people with disabilities during the recruitment and assessment processes and when people are hired;
- Developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability;
- Ensuring the accessibility needs of employees with disabilities are taken into account in applying our performance management, career development and redeployment processes; and
- Continuing to identify and remove barriers for disabled employees in accessing accommodation and fully participating in the workplace.

By January 1, 2016, Saint-Gobain shall:

In relation to Recruitment and Hiring

- Notify our Ontario employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes;
- During a recruitment process, notify Ontario job applicants, when they are individually selected to participate 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, consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability;
- When making offers of employment in Ontario, notify the successful applicant of its policies for accommodating employees with disabilities.

In relation to Informing Ontario Employees of Supports

- Inform our Ontario employees of our policies used to support those 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;
- Provide the information described here to new Ontario employees as soon as practicable after they begin their employment;
- Provide updated information to our Ontario employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.



In relation to Accessible Formats and Communication Supports

- Where an employee with a disability so requests it, consult with the employee to provide or arrange for the provision of accessible formats and communication supports for,
 - a) information that is needed in order to perform the employee's job; and
 - b) information that is generally available to employees in the workplace.
- Consult with Ontario employees who are making a request described above, in or to determine the suitability of an accessible format or communication support.

In relation to Documented Individual Accommodation Plans

- Develop and have in place a written process for the development of documented individual accommodation plans for Ontario employees with disabilities which process shall include the following elements:
 - a) The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.
 - b) The means by which the employee is assessed on an individual basis.
 - c) The manner in which Saint-Gobain can request an evaluation by an outside medical or other expert, at the employer's expense, to assist the employer in determining if accommodation can be achieved and, if so, how accommodation can be achieved.
 - d) The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan.
 - e) The steps taken to protect the privacy of the employee's personal information.
 - f) The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.
 - g) If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.
 - h) The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.
 - i) The means by which Saint-Gobain will, if requested, include in the individual accommodation plan.
 - i) information regarding accessible formats and communications supports provided to the employee
 - ii) individualized workplace emergency response information, and
 - iii) details regarding any other accommodation that is to be provided.



In relation to Return to Work Process

- Develop and have in place a documented return to work process for our Ontario employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work which process shall:
 - a) outline the steps we will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and
 - b) use documented individual accommodation plans, as described above as part of the process.

In relation to Performance Management and Career Development and Advancement and Redeployment

- In using performance management in respect of our Ontario employees, take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans.
- In providing career development and advancement to our Ontario Employees, take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans.
- In redeploying Ontario employees, take into account the accessibility needs of our employees with disabilities, as well as individual accommodation plans.

Design of Public Spaces

Saint-Gobain will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces.

Saint-Gobain will put the following procedures in place to prevent service disruptions to the accessible parts of its public spaces.

In the event of a service disruption, we will notify the public of the service disruption and alternatives available.

For More Information

For more information on this accessibility plan, please contact Natalie Abbott at:

- Phone 610-341-7405
- Email: natalie.s.abbott@saint-gobain.com

Accessible formats of this document are available free upon request from Human Resources Department of each business operating in the province of Ontario.