

MacDonald Steel Limited

Accessibility Plan

Statement of Commitment

MacDonald Steel Ltd. (MacDonald Steel) 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 people with disabilities in a timely manner and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act (the “Act”).

Accessible Emergency Information

MacDonald Steel is committed to providing the customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities individualized emergency response information when necessary.

Training

MacDonald Steel will provide training to employees on Ontario’s accessibility laws and on the Human Rights Code as it relates to people with disabilities.

Training will be provided in a way that best suits the duties of employees and will include AODA training to all employees and contingent workers, who work in Ontario, provide service in Ontario, or interact with Ontarians. New employees will be provided such training as part of their orientation.

Records will be kept indicating the date and training provided, and the number of individuals to whom it was provided.

Information and Communications

MacDonald Steel is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs.

MacDonald Steel’s new websites and content on those sites conform with WCAG 2.0, Level A to the extent that is reasonably practicable, and any identified issues will be resolved on an ongoing basis.

MacDonald Steel currently accepts feedback from members of the public in writing, by email and over the phone. We also accept feedback from employees through email at AODA@MacDonaldSteel.com or through the local Human Resources representative.

MacDonald Steel has a notice posted on our website that communicates that we will make information accessible to the public upon request.

MacDonald Steel will take steps to make all websites and content conform with WCAG 2.0, Level AA.

Employment

MacDonald Steel is committed to fair and accessible employment practices. We notify the public and staff that, when requested, we will accommodate people with disabilities during the recruitment and assessment processes and when people are hired. This is done by including a statement in all job postings, and written correspondence with candidates, conveying our

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commitment to accessible recruitment and hiring processes, and inviting individuals with accessibility concerns to communicate those concerns to us.

MacDonald Steel develops individual accommodation plans and return-to-work policies for employees that have been absent due to a disability. These plans consider all requests for modified work on a case-by-case basis, and together with the impacted employee, develop individualized plans pursuant to which tasks are adapted or reassigned as needed.

Managers are trained so that they understand how best to support employees who have disabilities.

We will take the following steps to ensure the accessibility needs of employees with disabilities are considered in connection with performance management, career development and redeployment processes:

- We will accommodate individual requests for accessible formats of performance and career development processes.
- We will communicate and promote the importance of focusing on achievement rather than ability or disability, and the retention and promotion of employees based on consistent, objective criteria.
- We will determine whether additional training resources are necessary for employees with disabilities to ensure that they have the same development opportunities as others.
- We will ensure that opportunities for transfer and promotion are provided in accessible formats.

MacDonald Steel will take the following steps to prevent and remove other accessibility barriers identified:

- As policies are reviewed, MacDonald Steel will consider how the policies can be modified to include concepts of accessibility.
- To the extent that policy and operational changes are warranted following the above review, we will put these changes into effect, and communicate any material changes to all employees.

For More Information

For more information on this accessibility plan or to request accessible formats of this document, please contact MacDonald Steel as follows:

MacDonald Steel employees:

- ***Please contact your local Human Resources representative.***

MacDonald Steel customers, consumers, vendors and other members of the public:

- ***Please contact MacDonald Steel Human Resources by phone at 1-519-650-5000, by mail at MacDonald Steel Industries, Attn: Accessibility at MacDonald Steel, 200 Avenue Road, Cambridge, ON N1R 8H5, or by email at AODA@MacDonaldSteel.com***