

# CANOPY GROWTH MULTI-YEAR ACCESSIBILITY PLAN (AODA)

## 1. INTRODUCTION

The Company is committed to fulfilling our requirements under the Accessibilities of Ontarian with Disabilities ACT, 2005. This accessibility plan outlines the steps we take to meet those requirements and the improvement opportunities we make for people with disabilities.

This plan outlines how we actively play a role in making our business accessible to our employees and guests.

The Company's diversity and inclusion and accessibility plan covers six areas: parking lots, security and safety, recruitment, career development and promotion, employee support and community programs and purchasing practices

## OUR VISION

**To embed equity into every part of the organization, creating an inclusive environment where individuals from underrepresented groups feel welcomed, respected, and valued based on their unique perspectives, and a workforce that reflects the communities and consumers we serve.**



## 2. COMMITMENT

The Company is committed to developing, implementing, and maintaining best practices to support equity, inclusion and diversity for all employees at all stages of the employment life cycle: recruitment, retention and advancement.

The Company aims to create a workplace where employees: feel welcome, respected, valued and supported; are able to express themselves freely; and bring their full identities, experiences, competencies, skills and abilities to their work.

The Company recognizes the importance of reflecting the diversity of its customers and markets in its workforce. The diverse capabilities that reside within the Company's talented workforce, enhances the position of the Company to anticipate and fulfill the needs of its diverse customers, providing high quality products and services. The Company believes that the wide array of perspectives that result from diversity and inclusion promotes innovation and business success.

The Company's aim is to ensure that its business policies, procedures and behaviours promote diversity and inclusion and create an environment where individual differences and abilities are encouraged and valued.

The Company recognizes its talented and diverse workforce as a key competitive advantage, and that diversity and inclusion in its workforce contributes to business success and benefits employees, customers, consumers and shareholders.

## DIVERSITY, INCLUSION & SOCIAL EQUITY

At Canopy, we have a responsibility to leverage our leadership role in the cannabis industry to undo the harms caused to communities of color that were disproportionately impacted by its criminalization. We also are taking accountability to get our own house in order by creating equity in our talent processes and encouraging an inclusive environment for all traditionally marginalized groups. The Diversity, Equity and Inclusion (DE&I) team is responsible for putting these commitments into practice and for helping to foster a diverse and inclusive Canopy Growth.



### 3. DEFINITIONS

**“Assistive Devices”** means devices that people bring with them, such as walkers, magnifiers, or oxygen tanks. Assistive devices that an organization might provide include: assistive software for people with visual, hearing or mobility impairments, wheelchairs or TTY (telephone teletype), real-time captioning or assistance from a staff person;

**“Barrier”** means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an attitudinal barrier, an information or communications barrier, a technological barrier, a policy or a practice;

**“Disability”** means any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device, a condition of mental impairment or a developmental disability, a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language, a mental disorder, or an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997;

**“Service Animals”** means animals that are individually trained to perform tasks for people with disabilities, such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. An animal is qualified to be a service animal if it is readily apparent the animal is used by the person for reasons relating to his or her disability; or the person provides a letter from a physician or nurse confirming the person requires the animal for reasons relating to the disability; and

**“Support Person”** means an individual hired or chosen to accompany a person with a disability to provide services or assistance with communication, mobility, personal care, medical needs, or access to services. This may be a professional, relative, volunteer or friend.

## 4. APPLICATION

This plan applies to all employees, prospective employees, customers, clients, contractors, vendors and all others who do business with or are in contact with the Company.

We extend the principles and practices to all employees around the world. Our wholly owned subsidiaries are welcome to adopt like principles in an act of employee diversity and inclusivity.

This plan is reviewed and updated at least once every 5 years.

We train and review with every person as soon as practical after being hired and provide training in respect to any changes to the policies.

## 5. PARKING LOTS

Our Ontario locations are in Tiverton and Smiths Falls. We have “Off-street parking facilities” as such must provide two types of parking; Type A and B parking. Type A has a minimum width of 3,400 mm (11 feet and 1.86 inches). The space should include signage that says, “van accessible.” Type B has a minimum width of 2,400 mm (7 feet and 10.49 inches). The Parking Lots are not open to public parking, unless visiting the facilities.

Parking spaces are equipped with signage and accessible aisleways.

### **Signage**

Accessible permit parking signs are included in accessible parking spaces.

### **Access aisles**

This is the space between accessible parking spaces. Spaces may be shared by two parking spaces and must include the following:

- Minimum width of 1,500 mm (4.9 feet),
- Extend full length of parking space and;
- Be marked with high tonal contrast diagonal lines that discourages parking in them.



**148 Farrell, Tiverton**

We have a total of 108 parking spots located at the Tiverton operation, therefore require one parking space for the use of persons with disabilities and an additional three percent of parking spaces for the use of persons with disabilities, where there are between 101 and 200 parking spaces must be parking spaces for the use of persons with disabilities, calculated in accordance with ratios, rounding up to the nearest whole number.

We are required to have 5 parking spots ( $3.24+1= 4.24$  rounded up to the nearest whole number = 5)

We currently have 6 spots for use of persons with disabilities in the lot on the building side.

3 closest spots to the building entrance are 13 ft wide meeting the requirements of a Type A parking space

3 spots following are 9.5 ft wide meeting the requirements of a Type B parking space

S. 80.36 (1,2) of the AODA (The Accessibility for Ontarians with Disabilities Act, 2005) states that Type A and Type B parking spaces must be evenly divided when there is an even number of parking spots (108)

See ANNEX 2 for pictures of parking spaces and signage present at this location

**1 Hershey Drive**

We have a total of 120 parking spots on the entire Smiths Falls campus, therefore we require, 2% of those plus 2 additional spaces parking spaces must be parking spaces for the use of persons with disabilities, calculated in accordance with ratios, rounding up to the nearest whole number.

We are required to have 6 parking spots ( $16.64+2 = 18.64$  rounded up to the nearest whole number = 19)

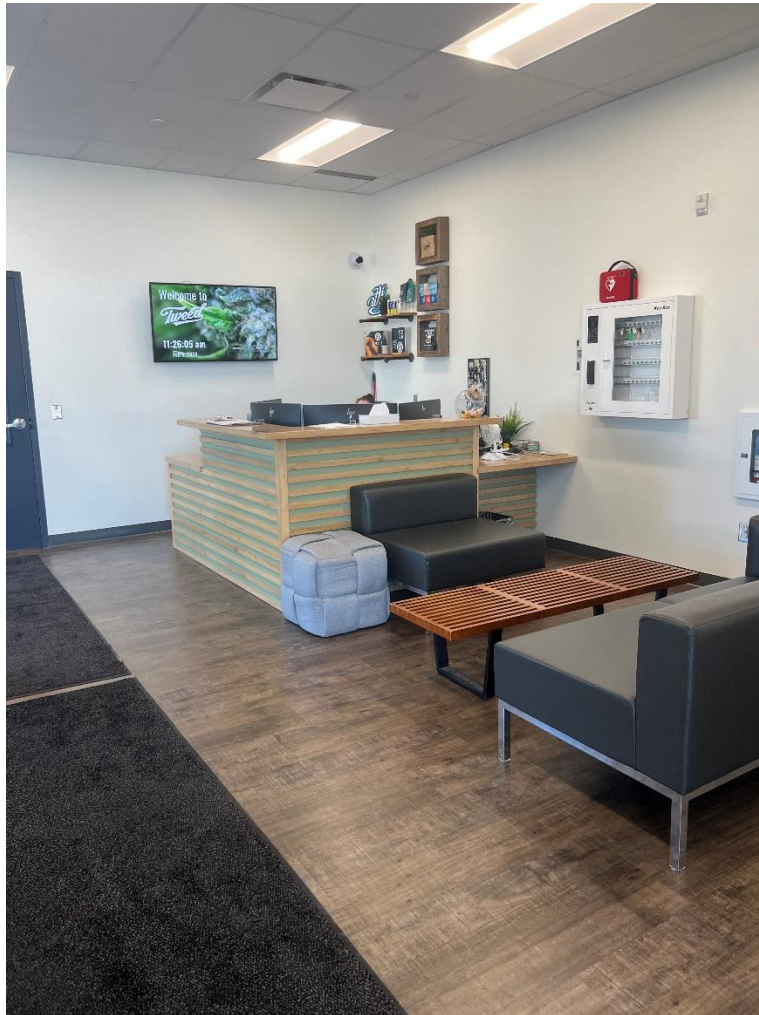
We currently have 9 spaces for use of persons with disabilities on the Smiths Falls Campus.

7 parking spaces on campus meet the requirements of a Type A parking spot. And 9 parking spaces meet the requirements of the Type B parking spot.

See ANNEX 3 for map and pictures of parking spaces and signage present at this location

## 6. SECURITY AND SAFETY

When accessing the facility, guests and employees must meet security to gain access to entry documentation. The security desks and kiosks are at a height accessible to all employees, including those requiring assistive devices. Security desks are at a height of 32 inches from the ground.



Employees requiring support in times of emergency are assisted with a Support Person. Teams of Fire Warden assistants are available to assist employees out of the building in times of emergency evacuation or shelter in place activities. Employees requiring assistance are encouraged to identify themselves (confidentially if required) to their supervisor or human resources to make arrangements for this support.

See Annex 6 for the Workplace Emergency Accessibility Assistance Request

## 7. RECRUITMENT

The Company believes that its employees from various cultural, linguistic, and national backgrounds provide it with valuable knowledge for understanding complex international markets, and the Company embraces this approach in its national and international recruitment processes.

The Company is committed to equal employment opportunity and to complying with all laws related to workplace opportunity. The Company extends employment opportunities to all qualified applicants and employees and strives to maintain a workplace environment free of discrimination, hostility, and physical or verbal harassment with respect to age, race, colour, sex, gender identity, religion, ethnic origin, disability, socio-economic status or sexual orientation.

To fulfill this commitment, we engage in the following to help overcome differences:

- In-person job fairs at locations that are compliant with AODA building requirements, i.e. ramps, accessible parking, elevators ramps and doors.
- Web- based applications for all job websites

## 8. CAREER DEVELOPMENT AND PROMOTION

The Company rewards excellence and all employees are promoted on the basis of their performance. All employees participate in training sessions on managing diversity and inclusion in the workplace to ensure that employees are treated fairly and evaluated objectively.

Reasonable accommodations – The Company will:

- Grant and respect accommodation requests for circumstances such as family responsibilities, accessibility for disabilities, diverse days of religious and cultural significance, etc.;
- Accommodate alternative work arrangements and family responsibilities including childcare and elder care.
- Provide the tools required to fulfil the job requirements such as “speech to text” training and documentation devices, ergonomic workstations and buildings that are accessible to all persons.
- Web based Training programs are equipped with speech to text and text read aloud capabilities.
- Training is also available in class or 1:1 to ensure understanding and access to all.

## 9. EMPLOYEE SUPPORT AND COMMUNITY PROGRAMS





## MULTI-YEAR ACCESSIBILITY PLAN

The Company ensures a safe and pleasant environment for our employees. It offers various training and support to achieve this objective.

- Flexible working time arrangements
- Employee resource, network and support groups
- Open communications
- Employee Assistance Program (EAP)

### Employee Resource, Network and Support Groups

We are proud to introduce Employee Resource Groups (ERG) – voluntary, employee-led groups whose goal is to promote DEI within Canopy. These groups are typically led and participated in by employees from underrepresented groups and allies, based on shared identities such as race, gender, sexual orientation, disability, etc., and they come together to actively engage people of this identity, amplify their stories, and foster allyship. Our hope is that Employee Resource Groups begin to serve as internal communities, providing personal connections and support for their members.

The results of the CCDI DEI audit work have served as a reference point for which groups to include within Phase 1 of this program roll-out, and we are so proud to share that these groups will be centered around the identities below.



#### Indigenous Voices

- [Join as an IN COMMUNITY member](#)
- [Join as an ALLY member](#)



#### Black Voices

- [Join as an IN COMMUNITY member](#)
- [Join as an ALLY member](#)



#### Proud Voices

(Group for LGBTQ2S+ employees and allies)

- [Join as an IN COMMUNITY member](#)
- [Join as an ALLY member](#)



#### Divergent Voices

(Group for employees impacted by disabilities and allies)

- [Join as an IN COMMUNITY member](#)
- [Join as an ALLY member](#)

## 10. PURCHASING PRACTICES

When purchasing goods and services, the Company will strive to ensure that it makes purchases from providers holding similar values. The Company may require providers of goods and services, as part of the contracting process, to produce to the Company a copy of its own statement of principles with respect to diversity and inclusion.

When purchasing equipment such as computer programs, training, assistive devices, etc. we strive to ensure that such equipment is accessible to all employees.



## ANNEXES LIST

Annex 1	Diversity and Inclusion Policy
Annex 2	Photos Tiverton accessible parking spaces
Annex 3	Photos and Map of Smiths Falls accessible parking spaces
Annex 4	Individualized Accessibility Plan Non- Occupational Support
Annex 5	Functional Abilities Form for Mental Health Support
Annex 6	Emergency Response Accessibility Assistance Request
Annex 7	Gap Action Plan for 1- 5 years

## ANNEX 1

# DIVERSITY & INCLUSION POLICY

## OVERVIEW

Canopy Growth Corporation and its subsidiaries (the “Company” or “Canopy”) recognize the value of a diverse and inclusive workforce and believe that it will achieve greater success by promoting a positive work environment that recognizes and respects the dignity of every individual, fosters inclusion, builds trust, and allows every person the opportunity to realize their full potential.

## 1.0 COMMITMENT TO DIVERSITY & INCLUSION

The Company is committed to developing, implementing, and maintaining best practices to support equity, inclusion and diversity for all employees at all stages of the employment life cycle: recruitment, retention and advancement.

The Company aims to create a workplace where employees: feel welcome, respected, valued and supported; are able to express themselves freely; and bring their full identities, experiences, competencies, skills and abilities to their work.

The Company recognizes the importance of reflecting the diversity of its customers and markets in its workforce. The diverse capabilities that reside within the Company’s talented workforce, enhances the position of the Company to anticipate and fulfill the needs of its diverse customers, providing high quality products and services. The Company believes that the wide array of perspectives that result from diversity and inclusion promotes innovation and business success.

The Company’s aim is to ensure that its business policies, procedures and behaviours promote diversity and inclusion and create an environment where individual differences are encouraged and valued.

The Company recognizes its talented and diverse workforce as a key competitive advantage, and that diversity and inclusion in its workforce contributes to business success and benefits employees, customers, consumers and shareholders.

## 2.0 DETAILS OF POLICY

The Company’s diversity and inclusion policy covers four areas: recruitment, career development and promotion, employee support and community programs. This policy applies to all employees, prospective employees, customers, clients, contractors, vendors and all others who do business with or are in contact with the Company.



### 2.1 RECRUITMENT

The Company believes that its employees from various cultural, linguistic and national backgrounds provide it with valuable knowledge for understanding complex international markets, and the Company embraces this approach in its national and international recruitment processes.

The Company is committed to equal employment opportunity and to complying with all laws related to workplace opportunity. The Company extends employment opportunities to all qualified applicants and employees and strives to maintain a workplace environment free of discrimination, hostility, and physical or verbal harassment with respect to age, race, colour, sex, gender identity, religion, ethnic origin, disability, socio-economic status or sexual orientation.

### 2.2 CAREER DEVELOPMENT AND PROMOTION

The Company rewards excellence and all employees are promoted on the basis of their performance. All employees participate in training sessions on managing diversity and inclusion in the workplace to ensure that employees are treated fairly and evaluated objectively.

Reasonable accommodations – The Company will:

- Grant and respect accommodation requests for circumstances such as family responsibilities, accessibility for disabilities, diverse days of religious and cultural significance, etc.;
- Accommodate alternative work arrangements and family responsibilities including childcare and elder care.

### 2.3 EMPLOYEE SUPPORT

The Company ensures a safe and pleasant environment for our employees. It offers various training and support to achieve this objective.

- Flexible working time arrangements
- Employee resource, network and support groups
- Open communications
- Employee Assistance Program (EAP)

### 2.4 COMMUNITY PROGRAMS

The Company recognizes that there are distinct demographic groups that have long been disadvantaged. The Company is committed to addressing cultural stereotypes both within and outside its organization. The Company has clear reporting procedures for any type of discrimination or harassment complaint, which is combined with follow-up procedures to prevent future incidents (see the Positive Workplace Guidelines).



## 2.5 PURCHASING PRACTICES

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When purchasing goods and services, the Company will strive to ensure that it makes purchases from providers holding similar values. The Company may require providers of goods and services, as part of the contracting process, to produce to the Company a copy of its own statement of principles with respect to diversity and inclusion.

## 3 PARTY RESPONSIBLE FOR POLICY

The Company's commitment to diversity and inclusion is led by the CHRO Organization who is responsible for ensuring that the diversity and inclusion policy is articulated in the day-to-day business and built into the strategic direction of the company.

## 4 POLICY ENFORCEMENT

### 4.1 MONITOR

All employees are expected to be aware of the Company's policies around diversity and inclusion and share the responsibility of upholding the policies. All employees undergo diversity and inclusion training. Diversity and inclusivity training encompasses raising awareness about issues surrounding diversity and inclusion, developing diversity and inclusion management skills and becoming aware of unconscious biases and their impact. If an employee notes that a section of the policy is not being upheld they should bring it to the attention of the CHRO.

### 4.2 ENFORCEMENT

Issues and non-compliance will be brought to the attention of the CHRO and dealt with on a case-by-case basis, in addition to the individuals involved in the incident or non-compliance.

### 4.3 REVIEW

The CHRO will review the Diversity and inclusion Policy with the Board of Directors or management on an annual basis.

Should you have any questions about this policy, please speak with Jenny Brewer, Chief Human Resources Officer for Canopy.



ANNEX 2





**MULTI-YEAR ACCESSIBILITY PLAN**



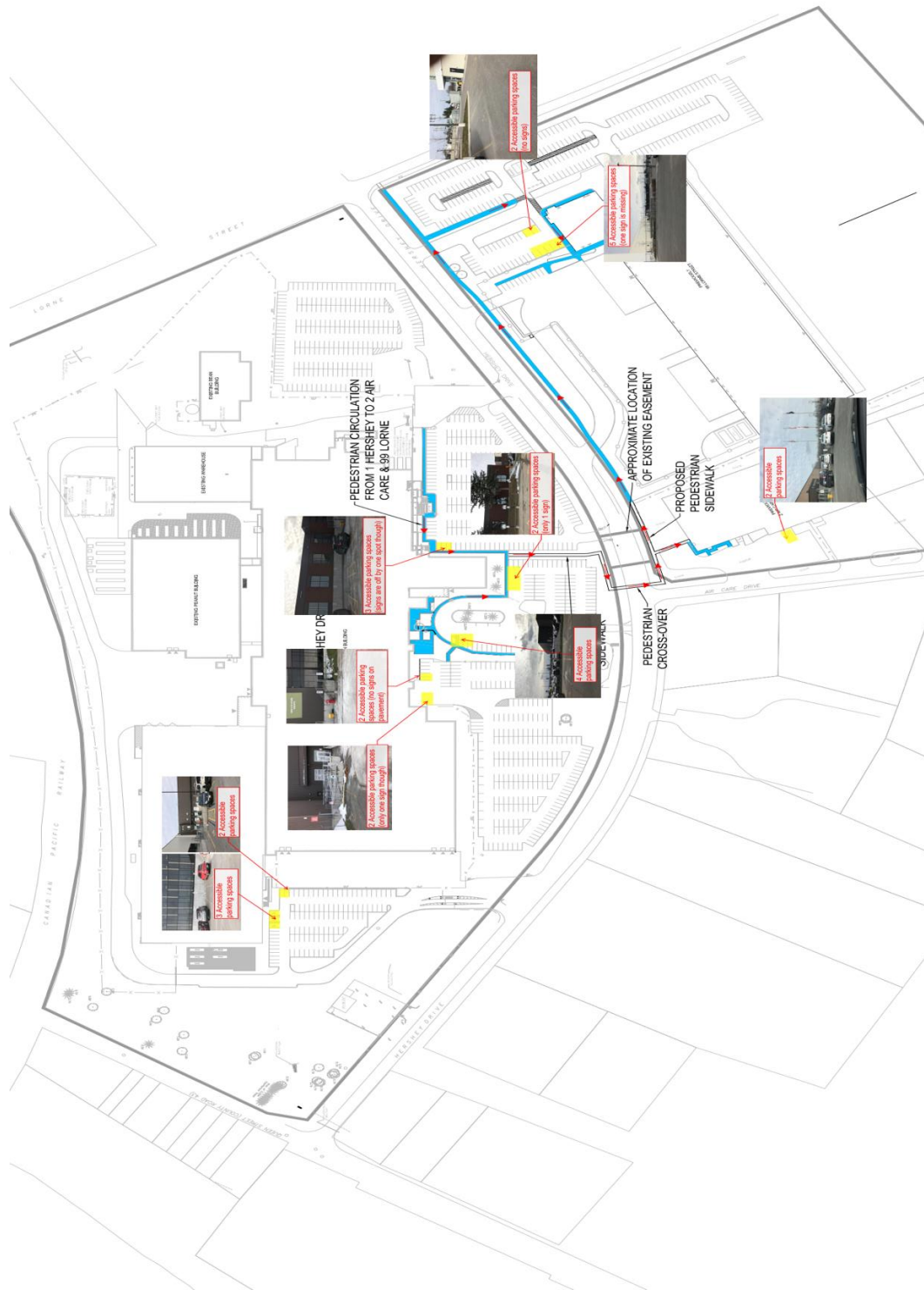
**MULTI-YEAR ACCESSIBILITY PLAN**





**ANNEX 3**

**SMITHS FALLS CAMPUS PARKING LOT MAP**



# ANNEX 4





**Safety is literally our middle name.**

**Individualized Accessibility Plan**

**ACCESSIBILITY WORK AGREEMENT**

We understand that you require accessibility support in your work for Canopy Growth Corporation. We are happy to support you in your career here and are happy to provide you with accommodations to continue to make the work environment and culture accessible to you. You have identified that you require accommodation in the form of:

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Your modifications will be as follows:

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By cosigning this agreement with your Manager/Supervisor, you acknowledge the above modification and we are able to modify your usual job or provide individualized work for you as long as you require it.

Understand that it is our combined responsibility to follow your work plan, however you are encouraged to advocate for the requirements of your needs and if you are asked to perform a task at work which is outside this agreement outlined above, you must notify my Manager/Supervisor immediately.

This agreement is in effect as of \_\_\_\_\_, 202 .

_____	_____
<b>Employee Signature.</b>	<b>Date</b>
_____	_____
<b>Manager/Supervisor Signature</b>	<b>Date</b>
_____	_____
<b>HSE/ HR Manager Signature</b>	<b>Date</b>

# ANNEX 5



## NON - OCCUPATIONAL FUNCTIONAL ABILITIES FORM

Dear Health Care Practitioner:

Our employee, \_\_\_\_\_ is in need of support. We respectfully request your assistance in identifying their capabilities/restrictions. Canopy Growth Corporations is committed to assisting our employees with a safe and timely return to work using appropriate modified work assignments to facilitate their recovery.

**Employee's Signature:** By signing below, I am authorizing any health professional who treats me to provide me and my employer with information about my functional abilities, as documented on this "Functional Abilities" form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Examination Date: \_\_\_\_\_ Time: \_\_\_\_\_  a.m.  p.m.

The employee:

- Is capable of returning to work with no restrictions.
- Is capable of returning to work with restrictions as noted below. (Please complete Sections A, B & C)
- Is unable to return to work at this time and remains under medical care. (Please complete Section C)

Section A Abilities and/or Restrictions									
<b>1. Please indicate Abilities that apply. Include additional details in Section B</b>									
<b>Supervisory Skills::</b> <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 2 hours <input type="checkbox"/> 2-4 hours <input type="checkbox"/> Other (please specify)	<b>Concentration:</b> <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 15 minutes <input type="checkbox"/> 15 – 30 minutes <input type="checkbox"/> Other (please specify)	<b>Pressures and deadlines:</b> <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 30 minutes <input type="checkbox"/> 30 minutes to 1 hour <input type="checkbox"/> Other (please specify)	<b>Ability to perform Multiple tasks:</b> <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 2 tasks <input type="checkbox"/> 2 or more tasks <input type="checkbox"/> Other (please specify)						
<b>Tolerate external stimulus (ie. noise, chatter):</b> <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 30 minutes <input type="checkbox"/> 30 minutes to 1 hour <input type="checkbox"/> Other (please specify)	<b>Cooperate with others:</b> <input type="checkbox"/> Full Abilities <input type="checkbox"/> No Tolerance. <input type="checkbox"/> Controlled situations <input type="checkbox"/> Other (please specify)	<b>Persistence and Focus:</b> <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 30 minutes <input type="checkbox"/> 30 minutes to 1 hour <input type="checkbox"/> Other (please specify)	<b>Travel to work:</b> <table border="0"> <tr> <td>Ability to use Public Transit</td> <td>Ability to Drive a Vehicle</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> Yes</td> </tr> <tr> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> No</td> </tr> </table>	Ability to use Public Transit	Ability to Drive a Vehicle	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No
Ability to use Public Transit	Ability to Drive a Vehicle								
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes								
<input type="checkbox"/> No	<input type="checkbox"/> No								
<b>Tolerance of emotional circumstances:</b> <input type="checkbox"/> Full Abilities <input type="checkbox"/> No Tolerance. <input type="checkbox"/> Controlled situations <input type="checkbox"/> Other (please specify)	<b>Tolerance of crowded spaces::</b> <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 30 minutes <input type="checkbox"/> 30 minutes to 1 hour <input type="checkbox"/> Other (please specify)	<b>Tolerance for being alone:</b> <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 30 min <input type="checkbox"/> 30 minutes to 1 hour <input type="checkbox"/> Other (please specify)	<b>Tolerance of required PPE:</b> <table border="0"> <tr> <td>Personal Face Mask</td> <td>Respirator</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> Yes</td> </tr> <tr> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> No</td> </tr> </table>	Personal Face Mask	Respirator	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No
Personal Face Mask	Respirator								
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes								
<input type="checkbox"/> No	<input type="checkbox"/> No								



**MULTI-YEAR ACCESSIBILITY PLAN**



<b>Section B Additional Comments on Abilities and/or Restrictions</b>									
From the date of this assessment, the above will apply for approximately:									
<input type="checkbox"/> 1 – 2 Days <input type="checkbox"/> 3 – 7 Days <input type="checkbox"/> 8 – 14 Days <input type="checkbox"/> 14 + days	Have you discussed return to work with your patient? <input type="checkbox"/> Yes <input type="checkbox"/> No								
Recommendations for work hours and start date: <input type="checkbox"/> Regular full-time hours <input type="checkbox"/> Modified hours <input type="checkbox"/> Graduated hours	<b>Start Date:</b> <table style="border-collapse: collapse; text-align: center;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;">d</td> <td style="border: 1px solid black; width: 20px; height: 20px;">d</td> <td style="border: 1px solid black; width: 20px; height: 20px;">m</td> <td style="border: 1px solid black; width: 20px; height: 20px;">m</td> <td style="border: 1px solid black; width: 20px; height: 20px;">y</td> <td style="border: 1px solid black; width: 20px; height: 20px;">y</td> <td style="border: 1px solid black; width: 20px; height: 20px;">y</td> <td style="border: 1px solid black; width: 20px; height: 20px;">y</td> </tr> </table>	d	d	m	m	y	y	y	y
d	d	m	m	y	y	y	y		
<b>Section C Date of Next Appointment</b>									
Recommended date of next appointment to review <b>Abilities and/or Restrictions</b>									
▶	<table style="border-collapse: collapse; text-align: center;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;">d</td> <td style="border: 1px solid black; width: 20px; height: 20px;">d</td> <td style="border: 1px solid black; width: 20px; height: 20px;">m</td> <td style="border: 1px solid black; width: 20px; height: 20px;">m</td> <td style="border: 1px solid black; width: 20px; height: 20px;">y</td> <td style="border: 1px solid black; width: 20px; height: 20px;">y</td> <td style="border: 1px solid black; width: 20px; height: 20px;">y</td> <td style="border: 1px solid black; width: 20px; height: 20px;">y</td> </tr> </table>	d	d	m	m	y	y	y	y
d	d	m	m	y	y	y	y		

<b>Very General outline Treatment Plan:</b> (Respect employee's confidentiality and only share what would be required for us to know.)
Estimated date for return to regular job duties:

Thank you for your assistance in attending to our employee.

\_\_\_\_\_  
Health Care Practitioner's Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Health Care Practitioner's Name (Please Print)

\_\_\_\_\_  
Health Care Practitioner's Address and Contact Information (Stamp if available)

## ANNEX 6



Safety is literally our middle name.

### WORKPLACE EMERGENCY RESPONSE ACCESSIBLY ASSISTANCE REQUEST

Your health and safety is our paramount concern.

If there was an emergency, would you be able to evacuation the building without assistance?

Think about all the places in which you work. Could you, without assistance:

- Activate an alarm, or find out that an alarm is sounding or flashing?
- Locate and / or follow the paths to the building exits?
- Communicate to emergency responders?
- Move through crowd in stressful situations?
- Travel throughout out of the buildings without using the elevators?
- Find and use designated waiting areas?

If you answered “no” to any of those questions, or otherwise know that you would require assistance in evacuation the building then we need to know so that we can formulate a plan to assist you.

If you believe you require an individualized assistance plan in the event of an emergency, please email [Healthsafety@Canopygrowth.com](mailto:Healthsafety@Canopygrowth.com) so that we can begin the process. Please do not send any personal details relating to the diagnosis you have but rather focus on the requirements needed to support you best.





ANNEX 7

Part	Section	Initiative	Description	Deadline	Accountable	Status	Comments
Part I - General Requirements	3	Establishment of Accessibility Policies	<p>Accessibility for Ontarians with Disabilities Act, 2005</p> <p>3. (1) Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards referred to in this Regulation.</p>	Year 1 2023	HR	in progress	<p>Confirm:</p> <ul style="list-style-type: none"> <li>- should policy be updated with directing employees with questions to consult with their HRBP instead of their JHSC member?</li> <li>- update Customer Care contact info</li> <li>- change office to facilities?</li> <li>- scope - Sean rec'd ON only</li> </ul>
Part I - General Requirements	4	Accessibility Plans	<p>4. (1) Large organizations shall,</p> <ol style="list-style-type: none"> <li>establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation;</li> <li>post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and</li> <li>review and update the accessibility plan at least once every five years.</li> </ol>	Year 1 2023	HR	in progress	<p>Review draft with Legal Feb 27 - sent draft multi-year plan to legal for review/comment for posting once in compliance) Sending to AODA On Feb 28</p>
Part I - General Requirements	7	Training	<p>7. (1) Every obligated organization shall ensure that 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 to,</p> <ol style="list-style-type: none"> <li>all employees and volunteers;</li> <li>all persons who participate in developing the organization's policies; and</li> <li>all other persons who provide goods, services or facilities on behalf of the organization.</li> </ol>	Year 1 2023	HR	in progress	<p>All new hires in Ontario receive AODA training as part of their onboarding - Confirmed temporary staffing agency personnel have AODA training prior to attending GCC</p>
Part II - Info & Comm Standards	11	Feedback	<p>11. (1) Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for accessible formats and communication supports upon request.</p>	Year 1 2023	HR/Comms		<p>Policy in place Sean - note to self category</p>
Part II - Info & Comm Standards	12	Accessible Formats & Communication Supports	<p>12. (1) Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities,</p> <ol style="list-style-type: none"> <li>in a timely manner that takes into account the person's accessibility needs due to disability; and</li> <li>at a cost that is no more than the regular cost charged to other persons.</li> </ol> <p>12. (2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.</p> <p>12. (3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.</p>	Year 1 2023	HR/Comms		<p>Addressed in policy IT tools available upon request to individuals requiring reading, visual or spelling support. Requests can also be made on the DEI We bate/supervisor/HR or HSE</p>
Part II - Info & Comm Standards	13	Emergency Procedures Plans or Public Safety Info	<p>13. (1) In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.</p>	Year 1 2023	HSE	in progress	<p>Review draft with Legal Feb 27 - sent draft multi-year plan to legal for review/comment for posting once in compliance) Sending to AODA On Feb 28</p>
Part II - Info & Comm Standards	14	Accessible Websites & Web Content	<p>14. (2) Designated public sector organizations and large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, initially at Level AA and increasing to Level AAA, and shall do so in accordance with the schedule set out in this section.</p> <p>Compliance date:</p> <p>01-Jan-14</p> <p>New internet websites and web content on those sites must conform with WCAG 2.0 Level A</p> <p>01-Jan-21</p> <p>All internet websites and web content must conform with WCAG 2.0 Level AA, other than,</p> <p>success criteria 1.2.4 Captions (Live)</p> <p>success criteria 1.2.5 Audio Descriptions (Pre-recorded).</p>	Year 1 2023 Year 2 2024	HSE IT	in progress	<p>Kate is sourcing external supplies to review our compliance and initiate remedial plan if required.</p> <p>The CGC, Tweed and Spectrum websites are quite extensive, so we expect this process to take a significant amount of time. The goals to end 2019 with all of our sites being fully WCAG 2.0 certified. I will keep you posted on where we are in the process as we move through the steps. Please don't hesitate to reach out if you have any questions. We have selected a vendor but haven't signed off with them or begun the audit, yet. I am aiming to have Tweed, Spectrum and Canopy Growth fully AODA-compliant by the end of 2019 but development hasn't started yet.</p> <p>Request an update once audit is complete</p>
Part III - Employment Standard	22	Recruitment -	<p>22. Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.</p>	Year 1 2023	HR	Completed	<p>Feb 11 - Legal confirmed job posting language meets requirements. See AODA 22 - Recruitment doc Feb 25 - Legal confirmed language is OK</p>
Part III - Employment Standard	23	Recruitment -	<p>23. (1) Public sector organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, initially at Level AA and increasing to Level AAA, and shall do so in accordance with the schedule set out in this section.</p>	Year 1 2023	IT/Comms	in progress	<p>Feb 11 - Legal confirmed job posting language meets requirements. See AODA 22 - Recruitment doc Feb 25 - Legal confirmed language is OK</p>



# MULTI-YEAR ACCESSIBILITY PLAN

Part	Section Initiative	Description	Deadline	Accountable	Status	Comments
Part III - Employment Standard	23 Recruitment, Assessment or Selection Process	<p>23. (1) During a recruitment process, an employer shall notify 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.</p> <p>(2) If a selected applicant requests an accommodation, the employer shall 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.</p>	<p>Year 1 2023</p> <p>Year 1 2023</p>	HR/Comms	In progress	<p>Feb 11 - Legal confirmed interview notice email meets requirements. See AODA 23 - Recruitment, Assessment or Selection doc</p> <p>Sean recommends: During the recruitment phases, candidates will be required to attend at our Smith's Fall facility for an in-person interview. That meeting is expected to be held in the Think Tank boardroom, which is located on the second floor of our building. Accommodations are available upon request for candidates taking part in all aspects of the selection process. Candidates who believe that they may require accommodation are directed to contact HR to discuss possible accommodations. Job Fairs are held in locations that are accessible to all public persons</p> <p>Note: each email would need to be tailored to the circumstances at hand</p> <p>My own sense and comment is that while booleplate language is good - we can do better by turning our mind to what the interview is going to look like.</p>
Part III - Employment Standard	24 Notice to Successful Applicants	24. Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	Year 1 2023	HR/Comms	In progress	<p>DEI Policy now includes language required by AODA. This is reviewed upon hire and will be communicated to all personnel</p> <p>Again, booleplate is fine, but we can do better.</p>
Part III - Employment Standard	25 Informing Employees of Supports	<p>25. (1) Every employer shall inform its employees of its policies 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>25. (2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.</p> <p>25. (3) Employers shall provide updated information to its 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.</p> <p>26.1 In addition to its obligations under section 12, where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for,</p> <p>(a) information that is needed in order to perform the employee's job, and</p> <p>(b) information that is generally available to employees in the workplace.</p> <p>26.2. The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.</p>	Year 1 2023	HSE/HR	Completed	<p>All new hires in Ontario participate in on-boarding and receive Canopy's AODA Policy and Customer Service as part of their new hire package. Both documents are reviewed during on-boarding</p>
Part III - Employment Standard	26 Accessible Formats & Communication Supports for Employees	26.1 In addition to its obligations under section 12, where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for, <p>(a) information that is needed in order to perform the employee's job, and</p> <p>(b) information that is generally available to employees in the workplace.</p> <p>26.2. The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.</p>	Year 1 2023	HSE/HR	Ongoing	<p>Covered by Policy and Customer Service Standard but process not documented - does it need to be? Chelsey - cited a couple of examples to support that our practice has been to accommodate</p>
Part III - Employment Standard	27 Workplace Emergency Response Information	27. (1) Every employer shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability. <p>(2) If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.</p> <p>(3) Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability.</p> <p>(4) Every employer shall review the individualized workplace emergency response information,</p> <p>(a) when the employee moves to a different location in the organization;</p> <p>(b) when the employer's overall accommodations needs or plans are reviewed; and</p> <p>(c) when the employer reviews its general emergency response policies.</p>	Year 1 2023	HSE	Ongoing	<p>1) alert current employees and collect info for as volunteered Form Completed by a member of our H/S organization, map google form to automatically go to Lisa</p> <p>2) updated onboarding process to include include in new hire paperwork and all employees must return the form - update new hire form</p> <p>Con'dian onboarding - confirm there will be a flag if someone ticks the box... consider adding as a required form</p>
Part III - Employment Standard	28 Documented Individual Accommodation Plans	28. (1) Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities. <p>28 (2) The process for the development of documented individual accommodation plans shall include the following elements:</p> <ol style="list-style-type: none"> <li>1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.</li> <li>2. The means by which the employee is assessed on an individual basis.</li> <li>3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to determine if and how accommodation can be achieved.</li> <li>4. 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.</li> </ol>	Year 1 2023	HSE	Ongoing	<p>Form in place with DEI Avid HSE. Accommodation forms in place and Ergo Assessment process in place.</p>



# MULTI-YEAR ACCESSIBILITY PLAN

Part	Section	Initiative	Description	Deadline	Accountable	Status	Comments
Part III - Employment Standard	29	Return to Work Process	<p>Accessibility for Ontarians with Disabilities Act, 2005</p> <p>employees' necessary needs due to injury.</p> <p>29. (1) Every employer, other than an employer that is a small organization,</p> <p>(a) shall develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work; and</p> <p>(b) shall document the process.</p> <p>29. (2) The return to work process shall,</p> <p>(a) outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and</p> <p>(b) use individual documented accommodation plans, as described in section 28, as part of the process.</p> <p>29. (3) The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.</p>	Year 1 2023	HSE	Completed	Disability Management supports employees returning to work from a non-work related injury. on point for documenting our process- adapted work related docs Functional Abilities Evaluation
Part III - Employment Standard	30	Performance Management	30. (1) An employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.	Year 1 2023	HR		#NAME?
Part III - Employment Standard	31	Career Development & Advancement	31. (1) An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.	Year 2 2024	Field Directors		Identified in the WMP- Add to Managers training sessions.
Part III - Employment Standard	32	Redeployment	32. (1) An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.	Year 2 2024	Field Directors		Identified in the WMP- Add to Managers training sessions.
Part IV.1 - Design of Public Spaces	80.21- 80.31	Exterior Paths of Travel	(1) This Part applies to newly constructed and redeveloped exterior paths of travel that are outdoor sidewalks or walkways designed and constructed for pedestrian travel and are intended to serve a functional purpose and not to provide a recreational experience. (2) This Part does not apply to paths of travel regulated under Ontario Regulation 350/06 (Building Code) made under the Building Code Act, 1992.	Year 1 2023	Facilities		As defined. Office or lobby only applies as specified and not as part of the
Part IV.1 - Design of Public Spaces	80.32- 80.39	Accessible Parking	Obligated organizations shall ensure that when constructing new or redeveloping off-street parking facilities that they intend to maintain, the off-street parking facilities meet the requirements set out in this Part.	Year 2 2024	Facilities		Number of accessible parking in Smiths Falls and Twerton meets the requirement numbers from AQDA for Type A and Type B parking. Signage in place as required. Missing Aisle parking markings in Twerton and Smiths Falls We do not have service counters-- security counters meet requirements and are included in the WMP submissions as examples. Counters are 21 inches high
Part IV - Design of Public Spaces	80.41	Service Counters	(1) When constructing new service counters, which includes replacing existing service counters, the following requirements must be met: 1. There must be at a minimum one service counter that accommodates a mobility aid for each type of service provided and the accessible service counter must be clearly identified with signage, where there are multiple queuing lines and service counters. 2. Each service counter must accommodate a mobility aid, where a single queuing line serves a single or multiple counters. (2) The service counter that accommodates mobility aids must meet the following requirements: 1. The countertop height must be such that it is usable by a person seated in a mobility aid. 2. There must be sufficient knee clearance for a person seated in a mobility aid, where a forward approach to the counter is required. 3. The floor space in front of the counter must be sufficiently clear so as to accommodate a mobility aid.	Year 2 2024	Facilities		
Part IV - Design of Public Spaces	80.42	Fixed Queuing Guides	When constructing new fixed queuing guides, the following requirements must be met: 1. The fixed queuing guides must provide sufficient width to allow for the passage of mobility aids and mobility assistive devices. 2. The fixed queuing guides must have sufficiently clear floor area to permit mobility aids to turn where queuing lines change direction. 3. The fixed queuing guides must be cane detectable.		Facilities		
Part IV - Design of Public Spaces	80.43	Waiting Areas	(1) When constructing a new waiting area or redeveloping an existing waiting area, where the seating is fixed to the floor, a minimum of three per cent of the new seating must be accessible, but in no case shall there be fewer than one accessible seating space. (2) For the purposes of this section, accessible seating is a space in the seating area where an individual using a mobility aid can wait.		Facilities		
Part IV - Design of Public Spaces	80.44	Maintenance of Accessible Elements	In addition to the accessibility plan requirements set out in section 4, obligated organizations, other than small organizations, shall ensure that their multi-year accessibility plans include the following: 1. Procedures for preventative and emergency maintenance of the accessible elements in public spaces as required under this Part. 2. Procedures for dealing with temporary disruptions when accessible elements required under this Part are not in working order.	Year 3-5	Facilities		

