

The goal of Landmark Cinemas Employment Accessibility Policy is to have employees, and their leaders have a framework to work together so they can show up as their unique selves and contribute positively to the pursuit of our purpose of enriching people's lives through the power of movies.

We aim to remove barriers in our workplace. If a barrier cannot be removed, we seek to provide reasonable accommodations to affected employees.

Landmark Cinemas is committed to complying with both the *respective Human Rights Code* in the provinces in which we operate in and the *AODA and AMA*.

Pre-employment Accessibility Requirements

During Recruitment Process

During recruitment, we inform potential applicants that reasonable accommodations are available, and we respond to requests for accommodations.

- We include a statement on all job postings that reasonable accommodations are available to applicants with disabilities, and we seek their advice on how best to accommodate their needs.
- When making interview arrangements in writing or verbally, we inform applicants that reasonable accommodations are available during the interview and selection processes.
- When an applicant has made a request for an accommodation, we:
 - Consult with the applicant to determine the appropriate accommodation.
 - Put the appropriate accommodation in place during the interview and/or selection process.

During Offer Process

When hiring, we inform chosen candidates of our policies, and programs for accommodating employees with disabilities.

- We include information about workplace accommodations in our letter of offer to new employees.
- We include information about workplace accommodations in our new employee orientation materials.

Employment Accessibility Requirements

Inform Employees

We keep employees informed about our accommodation policies, and programs for employees with disabilities. We also provide updates to employees when this information changes.

- We provide information to employees about our policies for employees with disabilities and any updates in multiple ways, such as:
 - Posted on the People Portal SharePoint site and Dayforce Hub.
 - Through discussions with management (in person, by phone or through email).

Communication

We aim to meet the communication needs of our employees by providing workplace information and communications in ways that are easy to access for everyone.

If requested by an employee with a temporary or permanent disability, we:

- Consult with the employee to identify the accessible formats, or communication supports needed.
- Ensure that identified accessible formats or communication supports are continually used when providing information to the employee.

Accommodation Plans

We provide reasonable accommodations by developing and documenting individualized accommodation plans for employees with disabilities who request them.

The individualized accommodation plan includes:

- Accessible formats and communication support, if requested.
- Workplace emergency response information, if required.
- Details of how and when any other accommodations will be provided.
- When the plan will be reviewed.

Employees will participate and cooperate in the accommodation process by:

- Providing related information and taking part in assessments.
- Complying with the individualized accommodation plan.
- Offering ongoing feedback related to modifications, including whether the accommodation is no longer required.

Once a plan is in place, Human Resources in collaboration with managers will review the accommodation plan annually, and whenever an update is required, such as:

- The employee's workspace is modified.
- The employee's responsibilities have changed.
- Other workplace changes have occurred that affect the accommodation.
- The employee has made a request to review and update the accommodation plan.

How to Request an Accommodation Plan

We support employees by providing reasonable accommodations in the workplace. Employees may make a verbal or written request to their manager and/or their HR Manager for an individualized accommodation plan.

Assistance in Developing the Accommodation Plan

An employee may request assistance with developing the plan, including:

- Assistance from a person who is knowledgeable about workplace accommodations for employees with disabilities.

Assessment of Employee and Requested Accommodation

We will assess the employee and possible accommodations on an individual basis.

We may request that the employee provide documentation from a health practitioner who supports the need for the accommodation.

We may request, and cover costs for, an evaluation by an independent regulated health professional or other practitioner in workplace accommodations for employees with disabilities.

Accessible Formats

We meet the communication needs of our employees by providing them with a copy of their plan, or an explanation for denying the request to introduce a plan, in a format and with any communication support to meets the needs of the employee.

Reasons for Denying a Request

We may deny an employee's request for an individualized accommodation plan in the following circumstances:

- The employee can carry out most of the job without an accommodation.
- The independent regulated health professional(s) does not support the employee's self-assessed requirement for a workplace accommodation.
- Our research and evidence show that the accommodation request would cause undue hardship (e.g., by creating safety risks to other employees or a significant measurable financial burden).

Performance Management

We ensure our performance management process considers:

- That an employee may be temporarily or permanently disabled by one or more barriers in the workplace.
- An employee's individualized accommodation plan.
- That the accommodations provided for an employee may not fully address a workplace barrier.

Career Development

When providing career development, training, or opportunities for internal advancement, we ensure the process for recruiting and selecting candidates considers:

- That an employee may be temporarily or permanently disabled by one or more barriers in the workplace.
- An employee's individualized accommodation plan.
- That the workplace accommodation provided for an employee with a disability may not fully address the workplace barrier.

Return-to-Work Process

Our return-to-work process reflects our commitment to providing a safe and healthy working environment for employees who are, or have been, absent from work due to a disability or health condition, and require reasonable accommodations to return to work. We will make efforts to modify employees' duties and work schedule based on their functional abilities. Our aim is to increase duties safely to help employees reach their full potential.

Emergency Response

We notify all employees of steps to be taken during emergencies, to ensure the safety of employees who are temporarily or permanently disabled. We ensure workplace emergency response information is specific to each employee's needs and the physical nature of the employee's workspace.

Once we learn an employee requires assistance during a workplace emergency, we offer the employee individual workplace emergency response information as soon as possible.

We review the workplace emergency response information provided to an employee each time:

- the employee is moved to a different workspace.
- the employee's workspace is modified.
- we review our general emergency response plans and make changes that would affect the employee's response to an emergency in the workplace.

If an employee who receives workplace emergency response information requires the assistance of another person during an emergency, we obtain consent from the employee on who will assist, and we inform that person how to assist.

Maintaining Privacy

We protect the privacy and confidentiality of employee's personal information and personal health information. We only collect, use, and disclose information as required for the purposes of the Accessibility Standard for Employment, unless otherwise agreed to by the employee.

Training

We provide training on how to accommodate employees with a disability to employees with the following responsibilities:

- Recruiting, selecting, or training employees.
- Supervising, managing, or coordinating the work of employees.
- Promoting, or terminating employees.
- Developing and implementing employment policies and practices.

Training content includes:

- How to make employment opportunities accessible to people with disabilities.
- How to interact and communicate with applicants or employees who face barriers, use assistive devices, or are assisted by a support person or service animal.
- An overview of The AMA and AODA, The Human Rights Code, and the Accessible Employment Standard.
- Landmark's accessible employment policy, programs, including updates or changes.

Record Keeping

We keep a written record of our accessibility and training policies. Our written documents include a summary of the content of our training material and a list of dates when training is offered.

We let the public know that our policies are available upon request, and provide them in a reasonable timeframe, and in a format that is accessible for the user.

Revision History

Version	Date
1.0	March 15, 2024