

Company Requirement

Integrated Accessibility and Accessible Customer Service Policy

GBW/OCH

Administrative Information

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1. Purpose

The purpose of this document is to affirm BASF's commitment to meeting the diverse needs of people with Disabilities and to set forth our policy and accessibility plan for compliance with the requirements of accessibility legislation across Canada. This document also provides Employees with guidance for requesting accommodation at BASF.

2. Scope and Target Group

This Requirement applies to and governs the activities of all Employees and agents of BASF Canada Inc., its Canadian subsidiaries, affiliates and partnerships in which BASF Canada Inc and/or its subsidiaries have a majority interest, including BASF Agricultural Specialties Ltd. and Chemetall Canada, Limited.

3. Definitions

- a) **"Accessible Format(s)"** includes, but is not limited to, large print, recorded audio and electronic formats, Braille and other formats usable by persons with Disabilities.
- b) **"Assistive Devices"** means any auxiliary aids, such as communication aids, cognition aids, personal mobility aids and medical aids, that are designed or adapted to assist people with Disabilities to perform actions, tasks and activities.
- c) **"Barrier(s)"** includes, but is not limited to, attitudinal barriers, information or communications barriers, technological barriers, organizational barriers, architectural and/or physical barriers, and barriers established or perpetuated by an enactment, a policy, or a practice.
- d) **"Communication Support(s)"** includes, but is not limited to, captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.
- e) **"Disability"** means the corresponding definitions in the applicable provincial accessibility legislation and/or human rights legislation. Where not defined under applicable legislation, "Disability" includes the following impairments, conditions and disorders:
 - a. any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, 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,

- b. a condition of mental impairment or a developmental disability,
 - c. a learning or intellectual disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
 - d. a mental disorder,
 - e. a sensory disability, or
 - f. an injury or disability for which benefits were claimed or received under the insurance plan established under workplace safety legislation.
- f) **“Employee”** means an individual who performs services for, and under the direction and control of, BASF, and includes directors and officers of BASF. Neither contracting firms or agents, nor contract workers who are characterized by BASF as independent or dependent contractors, or workers who are employed by a temporary placement agency are Employees for the purposes of this Requirement.
- g) **“Policies”** includes measures, policies, and practices.
- h) **“Service Animal”** means the corresponding definitions in the applicable provincial accessibility legislation. Where not defined under applicable legislation, “Service Animal” includes:
- a. any animal that is used by a person with a Disability for reasons relating to his or her Disability, or
 - b. if it is not readily apparent that the animal satisfies (a), any animal for which a person with a Disability provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to his or her Disability.
- i) **“Support Person”** means the corresponding definitions in the applicable provincial accessibility legislation. Where not defined under applicable legislation, “Support Person” means any person, whether a paid professional, volunteer, family member, friend or otherwise, who accompanies a person with a Disability in order to assist the person with a Disability with communication, mobility, personal care, medical needs or accessing goods or services.

4. Statement of Commitment

BASF is committed to meeting the diverse needs of people with Disabilities in a timely manner that is consistent with the principles of independence, dignity, integration and equality of opportunity, and will do so by striving to identify, prevent and remove Barriers to accessibility wherever possible as well as by meeting the accessibility requirements under provincial accessibility legislation across Canada.

5. Accessibility Plan

BASF is committed to complying with accessibility requirements under applicable legislation and to reviewing and updating BASF's accessibility plan as set out in this policy as least once every 5 years. The following is a summary of BASF's accessibility plan. This summary is intended only as a guide to inform and assist BASF in its accessibility compliance initiatives.

(a) Training

BASF will ensure that customer service training is provided to: (a) Employees and volunteers; (b) any person who provides goods, services, or facilities on behalf of BASF; and (c) any person who participates in or is responsible for the development or implementation of BASF's Policies. This training will include the following:

- A review of applicable human rights legislation and accessibility legislation.
- How to interact and communicate with people of various types of Disabilities.
- How to interact with people with Disabilities who use an Assistive Device or require the assistance of a guide dog, Service Animal, or a Support Person.
- How to use any equipment or Assistive Devices that BASF makes available on its premises or otherwise to assist people with Disabilities.
- What to do if a person with a Disability is having difficulty in accessing BASF's goods and services.
- BASF's Policies relating to the customer service standard.

BASF will also provide accommodation training to any person within BASF's organization who is responsible for: (a) recruiting, selecting or training Employees; (b) supervising, managing or coordinating Employees; (c) promoting, redeploying or terminating Employees; or (d) developing and implementing BASF's employment policies and practices. This training will include the following:

- A review of applicable human rights legislation and accessibility legislation.
- Instruction about: (i) how employment opportunities may be made accessible to persons disabled by Barriers; (ii) how to interact and communicate with persons disabled by Barriers; and (iii) how to interact with persons disabled by Barriers who use an assistive device or require the assistance of a support person or service animal.

BASF will also provide accessible communication training to: (a) any person who communicates directly to the public or to another organization on BASF's behalf; (b) any person who develops or maintains BASF's web content; (c) any person who purchases or procures information technology or communication tools; and (d) any person who develops or implements BASF's Policies respecting accessible communication. The training will include:

- A review of applicable human rights legislation and accessibility legislation.

- Instruction about how to identify, prevent and remove Barriers to accessible communication; and
- Instruction on how to provide information through a communication support or accessible format.

BASF will ensure that the training is appropriate to the recipient's duties, and training will be provided as soon as reasonably practicable. Training will also be provided on an ongoing basis (i.e. when changes are made to the applicable Policies). BASF will keep records of training provided, including the dates on which the training is provided and the number of individuals to whom it is provided.

(b) Information and Communications

BASF provides information through communications or accessible formats upon request. If a person requests information through a communication support or accessible format, BASF will consult with the person to identify the support or format that would remove the Barrier, and BASF will provide the information to the person through the identified support or format in a timely manner. In each case, BASF will consider the accessibility needs of the person with a Disability making the request.

Accessible Formats and Communication Supports will be provided at no additional cost to the person with a Disability making the request.

Except as otherwise required by law, the following accessibility requirements related to information and communication do not apply to products and product labels, "unconvertible" information or communications, and information that BASF does not control directly or indirectly through a contractual relationship.

Information and communications are considered "unconvertible" if it is not technically feasible to convert the information or communications, or the technology required to undergo such conversion is not readily available.

Wherever information and communications are determined to be "unconvertible", BASF will ensure that the person with a Disability who is requesting the information or communication is provided with: (i) an explanation as to why the information or communication is unconvertible; and (ii) a summary of the unconvertible information or communication.

EMERGENCY PROCEDURE, PLANS OR PUBLIC SAFETY INFORMATION
Wherever BASF prepares emergency procedures, plans or public safety information and makes the information available to the public, it is committed to providing the information in an Accessible Format or with appropriate Communication Supports as soon as practicable upon request.

ACCESSIBLE WEBSITES AND WEB CONTENT

BASF will ensure that its web content and web application conform with the World Wide Web Consortium Web Content Accessibility Guidelines (“WCAG”) 2.1 Level AA requirements to the extent required by applicable legislation.

ACCESSIBLE FORMATS AND COMMUNICATION SUPPORTS

Upon request by an Employee with a Disability, BASF will consult with the Employee to identify the accessible formats, or communication supports needed to be used when providing information to the Employee, and BASF will ensure that those formats and supports are used when providing information to the Employee.

Accessible Formats and Communication Supports will be provided at no additional cost to the person with a Disability making the request.

BASF will notify the public of the availability of Accessible Formats and Communication Supports.

(c) *Customer Service*

BASF is committed to excellence in serving all customers including people with Disabilities and will carry out its functions and responsibilities in the following areas.

Telephone Services

BASF is committed to providing accessible telephone services to our customers. We will ensure that all individuals who communicate over the telephone with members of the public or other third parties on behalf of BASF are trained to communicate in clear and plain language and to speak clearly and slowly.

BASF will offer to communicate with members of the public or other third parties by email or mail if telephone communication is not suitable for their communication needs or is not available. We will also strive to accommodate the needs of individuals who prefer to communicate with us in another format.

Assistive Devices

BASF is committed to serving people with Disabilities who use Assistive Devices to obtain, use or benefit from our goods and services. BASF will ensure that all individuals who deal with members of the public or other third parties on behalf of BASF are trained and familiar with various Assistive Devices that may be used by people with Disabilities while accessing our goods or services.

It is our policy to allow individuals to use their personal Assistive Devices, including, but not limited to, wheelchairs, walkers, white canes, oxygen tanks, portable chalk boards and electronic communication devices, to access our goods and services.

BASF will also strive to offer alternative service methods to people with Disabilities, such as assistance by an Employee to complete a transaction and delivery of goods or services in another location. If customers desire alternate service methods, please direct their inquiry to the Account Manager handling the customer's account.

Self-Service Kiosks

If and when BASF designs, procures or acquires "self-service kiosks", it will consider what, if any, accessibility features could be built into the kiosks to best meet the needs of customers and clients with Disabilities – having regard to the accessibility needs, preferences and abilities of the widest range of users – and BASF will strive to include accessibility features in the self-service kiosk being designed, procured or acquired where possible.

A "self-service kiosk" means an interactive electronic terminal, including a point-of-sale device, intended for public use that allows users to access one or more services or products or both.

Billing

BASF is committed to providing accessible invoices to all of our customers. For this reason, invoices will be provided in the following formats upon request: hard copy, large print, email, fax. BASF will also strive to accommodate customers that request invoices in formats that are not previously mentioned.

Use of Service Animals and Support Persons

BASF is committed to welcoming people with Disabilities who are accompanied by a Service Animal on the parts of our premises that are open to the public and other third parties, except for those premises where the animal is otherwise excluded by law in which case, we will ensure that other measures are available to enable the person with a Disability to access our goods or services. We will also ensure that all staff, volunteers and others dealing with the public are properly trained in how to interact with people with Disabilities who are accompanied by a Service Animal.

BASF is committed to welcoming people with Disabilities who are accompanied by a Support Person. Any person with a Disability who is accompanied by a Support Person will be allowed to enter our premises with his or her Support Person. At no time will a person with a Disability who is accompanied by a Support Person be prevented from having access to his or her Support Person while on our premises. If we charge a fee or admission to access any of our premises, we will provide advance notice to the person with a Disability of the amount payable by the Support Person.

Built Environment

BASF is committed to ensuring that any aspect of our built environment intended to facilitate Barrier-free access to our goods and services will be available for use in the intended manner.

Notice of Temporary Disruption

BASF will provide the public with notice in the event of a planned or unexpected disruption in the facilities or services usually used by people with Disabilities. This notice will include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities, services, or means if available. The notice will be prominently posted on its website and at a conspicuous place on BASF premises, or posted or given by such other method as is reasonable in the circumstances.

(d) Employment

WORKPLACE EMERGENCY RESPONSE INFORMATION
<p>Wherever BASF is aware of the need for individualized emergency response information due to an Employee's Disability, it will accommodate the Employee by preparing and providing the Employee with an appropriate individualized workplace emergency response plan. BASF will provide the Employee with information on how to respond to an emergency in the workplace if BASF is aware that, in the event of such an emergency, the Employee may face special risks or challenges due to being disabled by the Barrier. The workplace emergency response information will be specific to the Employee's particular Barrier(s) and the physical nature of the Employee's workspace.</p> <p>BASF will provide the information as soon as reasonably practicable after becoming aware that the Employee may need assistance in the event of a workplace emergency due to a Disability. In addition, BASF will review the information provided to an Employee each time: (a) the Employee is moved to a different workspace; (b) the Employee's workspace is modified; or (c) BASF reviews its general emergency response plans and makes changes that would affect the Employee's response to an emergency in the workplace. If the Employee with a Disability receives the individualized workplace emergency response plan requires assistance and provides consent, BASF will provide the individualized workplace emergency response plan to a person who is designated to assist the Employee in case of an emergency.</p> <p>Where the Employee's Disability includes mobility limitations, the Employee's individualized workplace emergency response plan shall include, and BASF shall procure as soon as practicable after preparation of the workplace emergency response plan, evacuation chairs for each such Employee, together with an assigned evacuation support person or "Buddy".</p>

RECRUITMENT

BASF will notify the public and its Employees that, when requested, BASF will provide accommodation for applicants with Disabilities who participate in recruitment processes.

During recruitment processes, BASF will notify all job applicants that are selected to participate in an assessment or selection process that BASF will provide reasonable accommodations, upon request, to a person with a Disability in relation to the materials or processes to be used in the assessment or selection process. In any case where an applicant with a Disability requests accommodation, BASF will consult with the applicant and provide or arrange for the provision of suitable accommodation in a manner that considers the applicant's accessibility needs due to his or her Disability.

As part of all offers of employment, BASF will notify successful job applicants of its Policies for accommodating Employees with Disabilities.

INFORMING EMPLOYEES OF DISABILITY-RELATED SUPPORTS

BASF will notify its Employees of its existing Policies in respect of Employees with Disabilities including, but not limited to, any policies regarding job accommodations that consider an Employee's accessibility needs due to Disability. BASF will also provide updated information to its Employees with respect to any changes to existing Policies regarding Employees with Disabilities and to accommodations for Disability-related needs as soon as practicable after beginning their employment.

ACCESSIBLE FORMATS AND COMMUNICATION SUPPORTS FOR EMPLOYEES

Upon request, BASF will consult with an Employee with a Disability in order to provide or arrange for the provision of reasonable Accessible Formats and Communications Supports for the Employee with respect to all: (i) information that is needed by the Employee in order to perform their job; and (ii) information that is generally available to Employees in the workplace.

BASF will also consult with the Employee requesting Accessible Formats or Communication Supports to determine the suitability of an Accessible Format or Communication Support.

INDIVIDUAL ACCOMMODATION PLANS

Employees can ask BASF to prepare an individualized accommodation plan, and BASF has developed and put in place a written process for the development of documented individual accommodation plans for Employees with Disabilities when requested. This written process includes:

- (i) the manner in which an Employee requesting accommodation can participate in the development of the individual accommodation plan.

- (ii) the means by which the Employee and the possible accommodations are assessed on an individual basis.
- (iii) the manner in which BASF can request an evaluation by an outside medical or other expert (e.g. independent regulated health professional or other practitioner in the area of workplace accommodations for persons disabled by Barriers), at BASF's expense, to assist BASF in determining whether accommodation is required; whether accommodation can be achieved; and, if so, how accommodation can be achieved.
- (iv) 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.
- (v) the steps taken to protect the privacy of the Employee's personal information (which will be appropriately protected at all times).
- (vi) the frequency with which the individual accommodation plan will be reviewed and updated (including at the employee's request) and the manner in which it will be done.
- (vii) If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the Employee.
- (viii) the means of providing the individual accommodation plan in a format that considers the Employee's accessibility needs due to Disability (a copy of the plan will be provided in an accessible format upon request).
- (ix) any other requested information regarding Accessible Formats and Communication Supports that the Employee requires with respect to information needed by the Employee to perform their job and any other information that BASF generally makes available to Employees in the workplace.
- (x) If required in the circumstances, the individualized workplace emergency response information for the Employee; and
- (xi) any other accommodation that will be provided to the Employee.

The Individual Accommodation Plan process and accompanying request forms are appended to this Requirement as Annexes A - E.

RETURN TO WORK PROCESS

BASF will develop and have in place a documented return to work process for Employees who have been absent from work due to a Disability and who require Disability-related accommodations in order to return to work or in respect of one or more Barriers that disable the employee on returning to work.

The return-to-work process will outline the steps that BASF will take to facilitate the return to work of Employees who have been absent from work due to Disability (including steps to determine necessary accommodations), and the process will incorporate the use of individual accommodation plans as part of the process.

PERFORMANCE MANAGEMENT, CAREER DEVELOPMENT AND ADVANCEMENT, REDEPLOYMENT

Wherever BASF uses “performance management” or “redeployment” in respect of its Employees or provides “career development and advancement” to its Employees, it will consider:

- the fact that Employees may be temporarily or permanently disabled by one or more Barriers in the workplace.
- the accessibility needs of Employees with Disabilities.
- individual accommodation plans.
- the fact that accommodations provided for a particular Employee, if any, may not fully address a Barrier that disables the employee.

“Performance management” means: any activity or process related to managing the work of an Employee; or planning, monitoring, assessing/reviewing and improving Employee objectives and overall contribution to BASF (including performance, productivity and effectiveness).

“Career development and advancement” career development training or opportunities for internal advancement within BASF, which includes providing additional responsibilities within an Employee’s current position and the movement of an Employee from one job to another within BASF that may be higher in pay, provide greater responsibility or be at a higher level in the organization, or any combination thereof, and is usually based on merit and/or seniority. For clarity, “Career development and advancement” includes the processes of recruiting, selecting, training, promoting and redeployment in relation to internal career development and advancement.

“Redeployment” means the reassignment of Employees to other departments or jobs within BASF as an alternative to layoff, when a particular job or department has been eliminated.

(e) Compliance Strategy

BASF believes that our Employees are a key resource in assisting us to identify, prevent and remove Barriers to accessibility and thereby ensure that the diverse needs of people with Disabilities are met or exceeded.

BASF encourages its Employees to discuss with their manager disabilities which may require accommodation or any Barriers that may impact accessibility so that the company can take appropriate action to accommodate the Employee or remove the Barriers wherever reasonably possible.

Accordingly, BASF will take the following steps to facilitate the identification, prevention and removal of accessibility Barriers wherever it is reasonably possible to do so:

- in order to promote an understanding of and appreciation for the accessibility requirements under provincial legislation, as well as the importance of identifying, preventing and removing Barriers to accessibility, BASF will ensure that all Employees are provided with a copy of this Requirement and are encouraged to review it and to raise any questions that they may have regarding the policy with Human Resources or the Legal Department;
- BASF will encourage, welcome and appreciate all feedback from its Employees regarding any Barriers to accessibility and more generally on how BASF can best achieve its goal of providing a Barrier-free environment.
- BASF will take a proactive approach to accessibility wherever reasonably possible by striving to have regard to and incorporating Disability-related needs and accessibility issues in general in all aspects of our business and decision-making; and
- BASF will strive to work cooperatively and consult with any person with a Disability who brings to BASF's attention an issue or concern regarding accessibility, and BASF will take all reasonable steps in the circumstances to address the Disability-related needs of the individual.

6. Roles and Responsibilities

(a) Employees

An Employee with a Disability shall be responsible for notifying BASF of their request for accommodation by completing the attached forms and providing supporting information in compliance with this Requirement.

An Employee with a Disability is also responsible for answering questions or providing information about relevant restrictions or limitations (including information from health care professionals), taking part in discussions about possible accommodation solutions, and working with BASF on an ongoing basis to manage the accommodation process.

(b) Managers

Managers shall take steps to identify barriers affecting Employees due to the Employee's Disability and shall be responsible for supporting the Employee's accommodation process in accordance with the protocol set out in Annexe A to this Requirement.

(c) Human Resources

The Human Resources Business Partner ("HRBP") for the Employee's business unit shall be responsible for supporting the Employee's accommodation process in accordance with the protocol set out in Annex A to this Requirement.

7. Feedback

BASF welcomes feedback regarding accessible communication or the way that BASF provides goods and services to persons with Disabilities (including feedback on this feedback process). Feedback can be made by telephone, email, in writing, by submitting an audio recording or electronic text or another accessible format upon request to:

BASF Canada Inc. (Accessibility Feedback)
5025 Creekbank Road, Building A, Floor 2
Mississauga, ON L4W 0B6
Tel. (289) 360-1300
Email: canada-info@basf.com

BASF will ensure that it maintains a process for documenting any resulting actions taken as a result of the feedback it receives and will make that documentation available upon request.

8. Change History

Date	Author	Version	Remarks
May 1, 2025	Judy Finlayson	7	To ensure compliance with updated accessibility laws in the Province of Manitoba and combine policy with Customer Service policy and to clarify feedback mechanism and accommodation protocol, including accommodation forms, for Employees
December 1, 2023	Judy Finlayson	6	To update Multi-Year Accessibility Plan and to clarify accommodation protocol and include accommodation forms for Employees
February 26, 2021	Judy Finlayson	5	In accordance with legal accessibility requirements
June 19, 2017	Judy Finlayson	4	To amend scope of Policy
July 1, 2016	Judy Finlayson & Raja Ramanathan	3	Changes to <i>Accessibility for Ontarians with Disabilities Act</i> effective July 1, 2016
January 1, 2016	Judy Finlayson & Raja Ramanathan	2	Changes to <i>Accessibility for Ontarians with Disabilities Act</i> effective July 1, 2016
July 16, 2013	Marie-Eve Rehayem & Chris Hall	1	To comply with <i>Accessibility for Ontarians with Disabilities Act</i>

ANNEXE A INDIVIDUAL ACCOMMODATION PLANS

Process and Request Forms

Note: This Checklist should be used where an employee of BASF Canada Inc., or its subsidiaries and affiliates in Canada, including BASF Agricultural Specialties Ltd. and Chemetall Canada, Limited (collectively “BASF”) requires accommodation to perform the employee’s duties. For any clarification, please contact the HR Manager responsible for the business or functional group (“HRBP”).

1. Application for Accommodation

The Employee submits their request for accommodation to their manager.

2. Assessing Accommodation Requirements

Exploring accommodation with the employee

- The manager meets with the employee to understand:
 - (i) The employee’s specific restrictions/limitations in performing their duties.
 - (ii) Possible forms of accommodation.
- If the employee is represented by a union, the employee is entitled to have a union representative present during the meeting.

3. Obtaining Medical/professional Documentation to Support the Accommodation Request

- The employee provides medical/professional documentation which sets out:
 - (i) The employee’s restrictions/limitations.
 - (ii) The employee’s prognosis for recovery and the anticipated duration of their restrictions/limitations.
 - (iii) The appropriate types of accommodation in the circumstances.
- For privacy reasons, BASF is not entitled to know the cause of the restrictions/limitations (ie. medical diagnosis).
- Medical/professional documentation should be submitted directly to the Occupational Health Advisor.
- Where additional medical information is needed to assess the accommodation request, the Occupational Health Advisor may:

- Reach out to the employee's medical professional to request further details on the employee's restrictions/limitations after the employee submits the medical authorization form.
- Require the employee to attend one or more independent medical examinations at BASF's expense, using a medical professional selected by BASF.
- Seek the input of other professionals, such as ergonomists, IT consultants, industrial psychologists, and return-to-work facilitators.

4. Decision to approve or deny the accommodation request

- The HRBP, in consultation with the employee's manager and the Occupational Health Advisor, will decide in good faith whether to approve or deny the accommodation request.
- The decision to approve or deny the accommodation request will be based on:
 - (i) The employee's restrictions/limitations;
 - (ii) The occupational requirements of the employee's role; and
 - (iii) Whether the accommodation will cause BASF undue hardship.
- Where the request is approved, the HRBP will prepare an Individual Accommodation Plan. The Individual Accommodation Plan must be prepared in a format that takes into account the employee's accessibility needs due to disability. Individual Accommodation Plans will document: (a) any accessible formats and communication supports to be used in providing information to the employee; (b) any workplace emergency response information that BASF is to provide the employee; and (c) any other reasonable accommodation that BASF is to make to, and the timing within which the accommodation is to be made.
- Where requested, BASF will provide for accessible formats and communication supports that the employee requires with respect to information needed by the employee to perform their role and any other information that BASF Canada generally makes available to employees in the workplace.
- The HRBP and the employee's manager will meet with the employee (and their union representative if applicable), as part of the collaborative process, to review the Individual Accommodation Plan.
- If the employee has concerns with the Individual Accommodation Plan, those concerns will be discussed and the HRBP and manager may

consider making revisions and present a modified Individual Accommodation Plan.

- Once approved, the Individual Accommodation Plan will be signed by both the Employee and the Manager.
- Where the request is denied, the HRBP will provide written reasons to the employee. Should the employee request it, the HRBP will meet with the employee (and their union representative if applicable) in-person to discuss the reasons for denying the accommodation request.

5. Ongoing Obligations

Where required, Individual Accommodation Plans will be reviewed and updated, the frequency of which will be outlined in the Individual Accommodation Plan itself. Such frequency will be determined by the nature of the restrictions and limitations and the nature of the accommodation and may be modified as necessary (such as when the employee's workspace is modified, when the employee's responsibilities are changed, or when BASF becomes aware of other changes that impact the accommodations required).

Where required in the circumstances, an employee's individualized workplace emergency response information will be reviewed and updated when the Individual Accommodation Plan is updated.

6. Privacy

BASF will take reasonable steps to protect the privacy of the Employee throughout the accommodation process.

These steps include but are not limited to the following:

- All documents will be securely stored.
- Only medical/professional information necessary to review the accommodation request will be collected.
- BASF will reasonably limit the individuals in the company who will be involved in the accommodation process.

ANNEXE B Medical Authorization Form

The purpose of this form is to permit disclosure of certain medical information to BASF Canada in order that it may determine whether a reasonable accommodation is available. The form will be maintained by the Occupational Health Advisor and will be treated confidentially except where information needs to be discussed with other BASF Canada employees involved in the accommodation process.

To be completed by employee requesting accommodation

1. Complete and sign this Authorization Form and return it to the Occupational Health Advisor.
2. Ensure your health care professional answers the Medical Questionnaire and emails it to the Occupational Health Advisor at theresa.umbenhower@basf.com.
3. Provide a copy of this Authorization Form to your medical professional.

_____ Employee Name	_____ Employee ID#	_____ Home Phone #	
_____ Mailing Address	_____ City	_____ Prov	_____ Postal Code
_____ Work Phone #	_____ Date of Birth		

INFORMATION ABOUT THE CONDITION CAUSING YOUR DISABILITY
1. What specific job tasks are being impacted by your disability?
2. What are your restrictions/limitations?
3. Identify the accommodation(s) you are seeking.
4. Do you require individualized emergency response information? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If you responded "yes" to the above, check this box to confirm your consent allowing BASF Canada to provide such information to a person designated to assist in case of emergency.
5. How long will you require the accommodation(s)? <input type="checkbox"/> The accommodation is required indefinitely. <input type="checkbox"/> The accommodation is required from _____ to _____.

ANNEXE C

Authorization To Disclose Information

For purposes of administering my request for job modification, I permit any physician or other medical/treating practitioner, hospital, clinic, other medical related facility or service that is overseeing my care to disclose to BASF Canada, my employer in its capacity as evaluator of my request for job-related accommodations, and medical consultants and examiners that may be retained in connection with my request for job-related accommodations, any and all information concerning my job-related accommodation request.

This Authorization Form specifically grants my permission to disclose medical information records, test results, and data on medical care or surgery; and psychiatric or psychological medical records. **I consent to disclosure of such information, in accordance with applicable laws and regulations.**

I understand that I may revoke this authorization at any time by writing to the Occupational Health Advisor, except to the extent that action has been taken in reliance on it. If I do not, it will be valid for 18 months from the date I sign this form or the duration of my request for job-related accommodations, whichever period is longer. A photocopy of this authorization is as valid as the original form and I have a right to receive a copy upon request.

Employee's signature

Date

ANNEXE D Accommodation Request Medical Questionnaire

The purpose of this form is to obtain certain medical information to help BASF determine whether a reasonable accommodation is available and potentially what that accommodation might be.

a) To be completed by the medical professional

Your patient has indicated that a medical condition is impacting their ability to perform the essential functions of their job and provided a signed medical authorization. This form requests supporting information and documentation. Attached please find a copy of the employee's essential job duties. If no job description is attached, please discuss the position with your patient to identify which of the job tasks they are unable to perform or are substantially limited in performing.

b) Instructions for completing the Medical Questionnaire

1. Answer all questions to a reasonable degree of medical probability.
2. Sign this questionnaire.
3. Email the completed questionnaire to the Occupational Health Advisor at theresa.umbenhower@basf.com.
4. Retain the original copy for your records.

Employee's Name _____

1. Does the employee have a mental or physical restriction/limitation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain.
2. How long do you expect the restriction/limitation to last? <input type="checkbox"/> Weeks <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Indefinite <input type="checkbox"/> Permanent Please elaborate below.
3. Is the employee taking any medication which in any way may affect or impair their ability to perform their essential duties? Please specify.

QUESTIONS RELATED TO RESTRICTIONS/LIMITATIONS

1. Please identify the job tasks the employee is unable to perform or substantially limited in performing.
2. Please identify the employee's functional limitations related to their work environment (e.g. noise, crowds, telephones, allergens, etc.).
3. Describe the connection between the accommodation required and the employee's medical condition (the employee's medical diagnosis is not required).

QUESTIONS RELATED TO WORKPLACE ARRANGEMENT

1. What possible workplace arrangements are you proposing that would assist the Employee in performing their essential job functions?
2. Do you recommend that the employee work a modified schedule? If yes, please recommend the modified schedule and its expected duration.
3. In light of the Employee's job functions, are there any other concerns that impact their ability to perform the job functions and to perform them safely? Please specify.

_____	_____	_____
Name of Treatment Provider	Degree/Speciality	Date
_____	_____	_____
Address	City	Prov Postal Code
_____	_____	
Phone #	Fax #	

Signature		

ANNEXE E Individual Accommodation Plan

Employee's name: _____ Date: _____

Employee's title/department: _____ Manager: _____

Limitations	Job-related tasks/activities affected by limitations	Is this an essential job requirement?

Sources of input into the individual accommodation plan (e.g., human resources manager, family doctor, specialists):

Accommodation measures are to be implemented from _____ to _____.

If no end date is expected, the next review of this accommodation plan will occur on [review date].
(The accommodation measure(s) should be reviewed annually, at a minimum.)

Description of Accommodation Measure(s)

Which job requirements and related tasks require accommodation?	What are the objectives of the accommodation (i.e., what must the	What accommodation strategies/tools have

	accommodation do to be successful)?	been selected to facilitate this task/activity?

Roles and Responsibilities

Outstanding actions to implement accommodation	Assigned to	Due date