

PURPOSE AND SCOPE

Hyundai Auto Canada Corp. (“the Company”) provides accessible employment in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, and the Integrated Accessibility Standards Regulation. This policy sets out the company’s commitment to meeting the needs of persons with disabilities, to preventing and removing barriers to accessibility, and to meeting accessibility requirements under applicable legislation.

POLICIES

Statement of Commitment

Hyundai Auto Canada Corp. is committed to providing an accessible environment for all employees, job applicants, suppliers, business partners, and visitors who may enter our premises, access our information, or use our services. As an organization, we respect and comply with the requirements of the Accessibility for Ontarians with Disabilities Act, 2005, and its associated regulations. We strive to provide an accessible and welcoming environment for everyone by identifying and removing barriers in our workplace and ensuring that new barriers are not created. The company ensures that persons with disabilities are provided with equal opportunities. We are committed to meeting the needs of individuals with disabilities in a timely and integrative manner that respects their dignity and independence.

Accessibility Plan

Hyundai Auto Canada Corp. maintains an Accessibility Plan outlining the Company’s strategy to prevent and remove barriers from its workplace and to improve opportunities for persons with disabilities. The Accessibility Plan will be reviewed and updated at least once every five years and will be posted on the Company’s website. Upon request, the Company will provide a copy of the Accessibility Plan in an accessible format.

Training Team Members and Volunteers

The Company has provided training on Accessibility Standards and on relevant Human Rights legislation as it pertains to persons with disabilities, to all its team members and volunteers.

Team members will be trained when changes are made to the accessibility policy. New team members will be trained within the orientation period.

INFORMATION AND COMMUNICATIONS STANDARDS**Feedback**

The Company will continue to ensure that its process for receiving and responding to feedback is accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communications supports, upon request.

Accessible Formats and Communication Supports

Upon request, The Company will provide, or will arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person's accessibility needs due to disability. The Company will consult with the person making the request in determining the suitability of an accessible format or communication support. The Company will also notify the public, where applicable, about the availability of accessible formats and communication supports.

Accessible Websites and Web Content

The Company will ensure that our Internet websites, including web content, conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level AA except where this is not an option.

EMPLOYMENT STANDARDS**Recruitment**

The Company will notify its team members and the public about the availability of accommodation for applicants with disabilities through all aspects of recruitment process.

Recruitment Process

We will notify job applicants, when they are individually selected to participate further in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used.

If a selected applicant requests an accommodation, we will 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.

Notice to Successful Applicants

When making offers of employment, we will notify the successful applicant of our policies for accommodating team members with disabilities.

Informing Team Members of Supports

The Company will continue to inform its team members of its policies (and any updates to those policies) used to support team members with disabilities, including policies on the provision of job accommodations that take into account a team member's accessibility needs due to disability. This information will be provided to new team members as soon as practicable after commencing employment.

Accessible Formats and Communication Supports for Team Members

Upon the request of a team member with a disability, the Company will consult with the team member to provide, or arrange for the provision of, accessible formats and communication supports for information that is needed to perform their job, and information that is generally available to other team members. In determining the suitability of an accessible format or communication support, the Company will consult with the team member making the request.

Workplace Emergency Response Information

The Company will provide individualized workplace emergency response information to team members that have a disability, if the disability is such that the individualized information is necessary, and if the Company is aware of the need for accommodation due to the team member's disability. We will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the team member requires assistance, we will, with the consent of the team member, provide the workplace emergency response information to the person designated by us to provide assistance to the team member.

The Company will review the individualized workplace emergency response information when the team member moves to a different location in the organization, when the team member's overall accommodation needs or plans are reviewed.

Documented Individual Accommodation Plans

The Company will maintain a written process for the development of documented individual accommodation plans for team members with disabilities.

If requested, information regarding accessible formats and communications supports provided will also be included in individual accommodation plans.

The plans will include individualized workplace emergency response information (where required), and will identify any other accommodation that is to be provided.

Return to Work Process

The Company maintains a documented return to work process for its team members who have been absent from work due to a disability and who require disability-related accommodations in order to return to work. The return to work process outlines the steps we will take to facilitate the return to work and will include documented individual accommodation plans.

Performance Management, Career Development and Advancement

The Company will take into account the accessibility needs of team members with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement to staff, or when redeploying staff.

Questions about this policy

This policy has been developed to break down barriers and increase accessibility for persons with disabilities in the areas of information, communications, and employment. Questions about this policy can be directed to:

Jennifer Maki
National Manager, Human Resources

RESPONSIBILITY

Responsibility for the maintenance, revision, and interpretation of this procedure rests with the National Manager, Human Resources.

Hyundai Auto Canada Corp. will adhere to both the letter and the intent of the provincial Human Rights codes in all areas that relate to selection of candidates in all jurisdictions in which the Company operates. Any employment actions taken under this policy will be accomplished without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability.

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