

Human Resources Policy		
<b>Policy Name:</b>  <b>Accessibility for People with Disabilities</b>  	<b>Policy Number:</b>	TOR_HR_POL_113 Accessibility for People with Disabilities_20210428
	<b>Original Issue Date:</b>	April 2013
	<b>Revision Effective Date:</b>	<b>April 2021</b>
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	<b>Supersedes Date:</b>	
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Training Required on this Policy/Revision			
		Yes	No
<b>Policy Revision History</b>			
Revision #	Issue Date	Description of Change	
1	April 28,2021	Updated to align with current legislation	
<b>Related Company Policies:</b>			

## 1 Scope

This Corporate Office policy applies to Centerra Gold Inc. (“the Company”) Ontario operations and employees and outlines the Company’s compliance with Parts I and III of the *Integrated Accessibility Standards Regulation* (IASR) set forth under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA).

## 2 Policy Statement

Centerra Gold Inc. is committed to treating all people in a way that allows them to maintain their dignity and independence. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (“AODA”), we are committed to meeting the needs of persons with disabilities in a timely manner, by preventing and removing barriers to accessibility. This policy ensures the Company provides services and employment practices that follow the principles of dignity, independence, integration, and equal opportunity.

Centerra will use reasonable efforts to ensure that our policies, practices and procedures provide services, programs, goods and facilities to persons with disabilities in a manner that:

- Is free from discrimination;
- Seeks to provide integrated services;
- Is in an accessible format; and
- Takes into consideration a person’s disability.

Centerra relies on all its employees, directors, volunteers, consultants, contractors and guests to assist with maximizing accessibility within the Company by:

- Identifying potential barriers and proposing ways to remove them;
- Participating in training;
- Learning how to interact with persons with disabilities, including those who require the use of a support person or service animal;
- Learning how to use existing accessibility devices; and
- Advising the Company when they require either temporary or permanent assistance with their accessibility needs.

### 3 Definitions

<b>Accessible Format</b>	Alternative formats of communication materials including large print, recorded audio and electronic formats, braille, and other formats usable by persons with disabilities.
<b>Career Development and Advancement</b>	Additional responsibilities within an employee's current position and the movement of an employee from one job to another in an organization or any combination of them. Both additional responsibilities and employee movement are usually based on merit, seniority, or a combination of both.
<b>Communication Supports</b>	Specific communication delivery methods including captioning, alternative and augmentative communication supports, plain language, sign language, and other supports that facilitate effective communication.
<b>Information</b>	Types of information including data, facts, and knowledge that exists in any format, including text, audio, digital, or images, and conveys meaning.
<b>Performance Management</b>	Activities related to assessing and improving employee performance, productivity, and effectiveness with the goal of facilitating employee success.
<b>Redeployment</b>	The reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.
<b>Support Person</b>	In relation to a person with a disability, another person who accompanies a person with a disability in order to help with communication, mobility, personal care, or medical needs, or with access to goods, services, or facilities.

### 4 Responsibility

#### 4.1 The Employer shall:

- a) Ensure compliance with this policy and requirements of the AODA and the IASR,
- b) Establish, implement, maintain, and document a multi-year accessibility plan outlining the Company's strategy to prevent and remove barriers and meet the requirements under the IASR,
- c) Review and evaluate this policy, communicate evaluation results, and acknowledge successes and opportunities for improvement.

#### 4.2 The Supervisor/Manager/Director shall:

- a) Ensure that all requests under this policy are reviewed in a timely fashion,
- b) Engage with Human Resources as required,
- c) Maintain confidentiality of any information they are privy to,
- d) Take appropriate action to report or handle any violations of this policy.

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**4.3 Human Resources shall:**

- a) Work to inform employees or potential employees of their options under this policy,
- b) Engage with qualified external consultants as required,
- c) Develop, implement, and maintain policies governing how it will achieve accessibility,
- d) Assist with the management of this policy.

**4.4 The Employee shall:**

- a) Inform their supervisor of any utilization under this policy,
- b) Complete any required training assigned by the Company,
- c) Maintain open and honest communication their supervisor or Human Resources of their status,
- d) Follow the advice of their physician regarding their treatment plan and take reasonable efforts to recover.

**5 Policy**

The Company is committed to meeting the accessibility needs of persons with disabilities in a timely manner. This is reflected in policies which upon request will be made publicly available in an accessible format. Accessibility plans will be made available in an accessible format upon request and will be posted on our website. The Company will use reasonable efforts to ensure that policies, practices and procedures relating to serving vendors, clients or third parties are consistent with the following principles:

- Services are provided in a way that respects the dignity and independence of persons with disabilities;
- Persons with disabilities are able to benefit from the same services, in the same place and in a similar way as other vendors, clients or third parties; and
- Persons with disabilities have opportunities equal to others to obtain, use and benefit from our services.

**5.1 Training Requirements**

The Company will provide training for its employees regarding the IASR and the Ontario Human Rights Code as they pertain to individuals with disabilities. Training will also be provided to individuals who are responsible for developing the Companies' policies, and all other persons who provide goods, services, or facilities on behalf of the company.

Training will be provided regularly to new employees and as changes to the companies' accessibility policies occur.

The Company will maintain records on the training provided, when it was provided, and the number of employees who were trained.

- The purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard;
- The Company's plan relating to the customer service standard;
- How to interact and communicate with persons with various types of disabilities;
- How to interact with persons with disabilities who use an assistive device or require the assistance of a service animal or a support person;
- How to use or access any equipment or devices available on our premises or otherwise that may help with the provision of services to persons with disabilities; and
- What to do if a person with a particular type of disability is having difficulty in accessing our services.

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## **5.2 Recruitment, Assessment and Selection**

The Company will notify employees and the public about the availability of accommodation for job applicants who have disabilities. Applicants will be informed that these accommodations are available, upon request, for the interview process and for other candidate selection methods.

Where an accommodation is requested, the company will consult with the applicant and provide or arrange for suitable accommodations in a manner that takes into account the applicant's accessibility needs due to disability.

Successful applicants will be made aware of the company's policies and supports for accommodating people with disabilities.

## **5.3 Accessible Formats and Communication Supports for Employees**

The Company will ensure that employees are aware of policies for employees with disabilities and any changes to these policies as they occur. The company will provide the information required to new employees as soon as practicable after they begin their employment.

If an employee with a disability requests it, the company will provide or arrange for the provision of accessible formats and communication supports for the following:

- Information needed in order to perform their job; and
- Information that is generally available to all employees in the workplace.

The company will consult with the employee making the request to determine the best way to provide the accessible format or communication support.

## **5.4 Workplace Emergency Response Information**

Where required, the Company will create individualized workplace emergency response plans for employees with disabilities. This information will be created in consultation with the employee and take into account the unique challenges created by the individual's disability and the physical nature of the workplace.

This information will be reviewed when:

- The employee moves to a different physical location in the organization;
- The employee's overall accommodation needs or plans are reviewed; or
- The company reviews general emergency response policies.

## **5.5 Documented Individual Accommodation Plans**

The Company will develop and have in place written processes for documenting individual accommodation plans for employees with disabilities. The development process for these plans will include:

- The ways in which the employee can participate in the development of the plan;
- The means by which the employee is assessed individually;
- The ways that an employer can request an evaluation by an outside medical expert, or other experts (at the employer's expense) to determine whether accommodation can be achieved, or how it can be achieved;
- The ways that an employee can request the participation of a representative from the workplace for the creation of the accommodation plan;
- The steps taken to protect the privacy of the employee's personal information;

- The frequency with which the individual accommodation plan should be reviewed or updated and how it should be done;
- The way in which the reasons for the denial of an individual accommodation plan will be provided to the employee; and
- The means of providing the accommodation plan in an accessible format, based on the employee's accessibility needs.

The individual accommodation should also include information regarding accessible formats, communication supports (upon request), individualized workplace emergency response information, and any other accommodation provided.

## 5.6 Return to Work

The Company will develop and implement return-to-work processes for employees who are absent from work due to a disability and require disability-related accommodations in order to return to work.

This process will outline the steps the company will take to enable a smooth return to work for the employee. All steps and individual accommodation plans will be documented and created in consultation with the employee.

## 5.7 Redeployment

The accessibility needs of employees with disabilities will be considered in the event of redeployment.

Individual accommodation plans will be consulted as required.

## 5.8 Performance Management and Career Changes

The Company will consider the accessibility needs, including documented individual accommodation plans, of employees with disabilities during the company's performance management process. These will also be considered in the event of redeployment, or when offering career development or advancement opportunities.

## 5.9 Procuring or Acquiring Goods, Services or Facilities

The Company will incorporate accessibility criteria and features when procuring or acquiring goods, services, or facilities. The only exception is in cases where it is impracticable to do so.

## 6 Frequency of Review & Update

This policy will be reviewed on an annual basis. The Company will review and update its accessibility plan once every five years and will establish, review, and update its accessibility plans in consultation with persons with disabilities or an advisory committee. Annual status reports will be prepared to report on the progress of the steps taken in implementing the Companies' accessibility plan. This status report will be posted on the Company website. If requested, the report will be created in an accessible format.

## 7 Approvals

<b>Claudia D'Orazio</b> , Vice President and Chief Human Resources Officer	Signature: 	Date: April 28, 2021
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