

## Recruitment

**Policy Effective Date:** June 24, 2021

### OBJECTIVE

Spaenaur Inc. (the “Company”) is committed to accommodating all applicants with disabilities throughout the recruitment process.

This policy applies to the recruitment and selection of all full-time, part-time, temporary and casual positions within the company.

### POLICY

The Company will notify the public and employees about the availability of accommodation for applicants with disabilities when advertising for a position. This includes when advertising internally or externally for applicants for vacant positions or internal promotions.

The Company will also notify all applicants selected to participate in further assessment within the specific recruitment selection process that accommodations are available.

The successful applicant will be advised of the Company’s policies regarding accommodation of employees with disabilities.

All applicant information and discussions/decisions during the recruitment process, including regarding accommodation or accessibility, are to be held in the strictest confidence.

The Recruitment Policy will be available in the Company’s website and a copy will be provided if requested.

### DEFINITIONS

**Applicant:** An individual who has applied for employment with the Company

**Disability:**

- Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness;
- A condition of mental impairments or developmental disability;
- A learning disability or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- A mental disorder;
- An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Plan Act.