

Hines Multi-Year Accessibility Plan

Hines is deeply committed to ensuring accessibility for all individuals. As part of our broader vision to advance the real estate industry, we actively remove and prevent barriers and embrace meeting the requirements under the Accessibility for Ontarians with Disabilities Act. Our dedication goes beyond compliance; we proactively integrate and promptly address the needs of people with disabilities. Joining Hines means becoming part of an organization that takes immense pride in prioritizing the well-being and contributions of every individual, with a specific focus on enabling accessibility. Through initiatives like Skyline Scholars and strategic partnerships, we prioritize expanding access to commercial real estate careers for underrepresented groups. The OneHines initiative underscores our commitment to equity, fostering employee awareness, engagement, and connection to create an accessible workplace where everyone can thrive. As proud equal opportunity employers, we actively support workforce diversity, contributing to improving the built environment and enhancing communities, with a dedicated emphasis on accessibility and inclusivity.

Hines Canada Multi-Year Accessibility Plan

Introduction

Hines Canada is committed to fostering an inclusive and accessible workplace. This Multi-Year Accessibility Plan outlines our strategy to prevent and remove barriers to employment for persons with disabilities, as required by the Accessibility for Ontarians with Disabilities Act (AODA) and the Integrated Accessibility Standards Regulation (IASR). We also recognize the importance of DEI in our organization, and as part of our commitment to inclusivity, we strive to align our accessibility efforts with our broader DEI framework.

By continuous improvement, ongoing training, and collaboration with external experts and advocacy organizations, we will foster a more inclusive environment for all employees and customers. Our dedication to accessibility aligns with our core values of excellence, integrity, and innovation, as we work to make the built environment more accessible and enhance the communities we serve.

Accessibility Training

- Provide accessibility training to all employees, including new hires, on the Alberta Human Rights Code, and requirements of the AODA and the IASR as soon as practicable.
- Develop and implement a training program for managers and supervisors on accommodating employees with disabilities.
- Accessible Formats and Communication Supports: Establish procedures for providing information and communication in accessible formats upon request.
- Ensure that all publicly available information is made accessible and that employees are aware of the availability of accessible formats.

Recruitment and Hiring

- Review and update recruitment processes to ensure that they are accessible and inclusive.

- Provide training to HR staff and hiring managers on inclusive hiring practices.
- Individual Accommodation Plans: Develop and implement a process for creating and maintaining individual accommodation plans for employees with disabilities.
- Communicate the availability of accommodation plans to all employees.
- Evaluate the impact of our accessibility initiatives on our workforce and adjust our strategies accordingly.

Performance Management

- Review performance management processes to ensure they are inclusive and accommodate employees with disabilities.
- Provide training to managers and supervisors on providing feedback and performance evaluations in an accessible manner.
- Emergency Evacuation: Develop and implement individualized emergency response information for employees with disabilities.
- Conduct regular drills and training to ensure all employees are familiar with emergency procedures.

Accessible Websites and Web Content

- Regularly review and update web content to maintain accessibility standards.
- Built Environment: Review physical workplace accessibility, identifying and addressing barriers where necessary.
- Develop plans for ongoing accessibility improvements to the physical environment.

Communication

- Regularly communicate the company's commitment to accessibility to all employees.
- Establish a feedback mechanism for employees to report accessibility concerns or request accommodations.

Documentation and Reporting

- Maintain detailed records of accessibility measures taken.
- Prepare and submit required accessibility reports as per AODA and IASR regulations.

Review and Update

This Multi-Year Accessibility Plan outlines steps to be implemented between 2023-2028 and will be reviewed and updated by January 1, 2029. Policies and procedures will be reviewed and updated annually to ensure ongoing effectiveness and compliance with any changes in legislation.