

## **Multi-Year Accessibility Plan for Employees**

Blackhawk Network is dedicated to serving all people with disabilities consistent with the principles of independence, dignity, integration, and equal opportunity. This multi-year accessibility plan outlines the policies and actions we've put in place and will maintain to prevent and remove barriers for our employees and staff with disabilities. The Accessibility Plan will be reviewed and updated at least once every 5 years.

### **ACCESSIBLE FORMATS AND COMMUNICATION SUPPORTS**

We are committed to providing access to our premises and to information for our employees with disabilities, including:

- Upon request, we provide or arrange for information in accessible formats and/or provide communication supports for people with disabilities.
- We ensure that the information is provided in a timely manner, at no extra cost, and that the person making the request is consulted to determine the most appropriate format or support.
- We train all staff in the availability of communications in accessible formats and to whom requests should be forwarded.

### **EMPLOYMENT**

Blackhawk is committed to fair and accessible employment practices that attract and retain talented employees with disabilities.

### **RECRUITMENT**

We will continue to take the following steps to ensure it continues to meet the employment standards and in accordance with its policies:

- Notify employees and public about availability of accommodation(s) for applicants in the recruitment process.
- Notify applicants who have been invited to participate in a recruitment, assessment or selection process that accommodation(s) are available.
- Notify successful applicants of policies for accommodating employees with disabilities.
- Inform all employees of all policies used to support employees with disabilities (existing employees, new hires and when there is a change to the policy).
- Provide, in an accessible format, information needed to perform the job and information which is generally available to employees in the workplace.

### **WORKPLACE EMERGENCY RESPONSE INFORMATION**

Blackhawk Network will provide individualized workplace emergency response information to employees with disabilities where the disability is such that individualized information is necessary and we are aware of the need for accommodation.

Where an employee who receives individualized workplace emergency response information requires assistance, we will designate a person to help and, with the employee's consent, we will provide the workplace emergency response information to such person.

Blackhawk will review an employee's individualized workplace emergency response information, at minimum, whenever:

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

### **INDIVIDUAL ACCOMMODATION PLANS AND RETURN-TO-WORK**

We will develop processes for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability. These processes exist today in Canada and will be expanded globally by 2022. In this regard, Blackhawk will continue to:

- Work to identify those employees that require an individual accommodation plan and involve them in the development of said plan which outlines the accommodations we will provide.
- Provide plans in accessible formats or using communication supports, as required.
- Keep all individualized accommodation plan information private.

Work in consultation with the employee with disability to ensure that the appropriate communication supports and accessible formats are utilized.

The accommodation and return to work policy will document the steps the employer will take to facilitate the return to work of employees who are away from work due to disability.

### **PERFORMANCE MANAGEMENT, CAREER DEVELOPMENT AND RE-DEPLOYMENT**

We will continue to ensure the accessibility needs of employees with disabilities as well as individual accommodation plans are considered in our performance management, career development, and redeployment processes.

- Performance plans can be provided in large print or can be read aloud to an employee with low vision, upon request.
- An employee's individualized accommodation plan will be reviewed to understand his or her needs and determine whether the plan needs to be adjusted to improve performance on the job.
- We will adjust the accommodation plan, with the employee's participation, to meet any new role or responsibilities in the event of a promotion or re-deployment.

### **ACCESSIBILITY REPORT**

The Company will file the next accessibility report as per the stipulated timeline.

### **FOR MORE INFORMATION**



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Accessible formats of this document are available free upon request from the above contacts.