



AODA Employment Standard

H&R Block is proud to have a diverse workforce, with a safe, inclusive and accessible work environment. The organization's policies and practices are intended to foster diversity, inclusiveness and accessibility, while ensuring that the workplace is free from discrimination and harassment.

Recruitment, Assessment and Selection

H&R Block will make every reasonable effort to accommodate selected job applicants who have disabilities.

Selected applicants will be informed that these accommodations are available, upon request, for the interview process. If a selected job requests accommodation relating to their participation in the hiring process, H&R Block will consult with the applicant and provide or arrange for the provision of suitable accommodation that takes into account the applicant's disability-related needs.

All job postings are required to have the following at the bottom of each job posting:

H&R Block welcomes and encourages applications from people with disabilities. Accommodations are available on request, for candidates taking part in the selection process.

Communication to Associates

H&R Block will notify its Associates of its policies (and any updates where there is a change to those policies) for supporting Associates with disabilities, including our policies regarding the provision of job accommodations that take into account an Associate's accessibility needs due to disability. This information will be provided to new hires as soon as practicable after they commence employment.

Accessible Formats and Communication Support

H&R Block will make every reasonable effort to provide or arrange for the provision of accessible formats and communication supports for:

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

Workplace Emergency Response Information

H&R Block will provide individual workplace emergency response information to Associates with disabilities where the disability is such that individualized information is necessary and H&R Block is aware of the need for accommodation.

H&R Block will provide workplace emergency response information as soon as practicable after learning of the need for accommodation due to an Associate's disability. Where an Associate who receives individualized workplace emergency response information requires assistance and with the Associate's consent, H&R Block will designate a person to provide assistance to the Associate.

H&R Block will review individualized workplace emergency response information, at minimum, whenever:

- the Associate's overall accommodation needs or plans are reviewed; or
- H&R Block reviews its general emergency response policies.

Performance Management, Career Development and Advancement

H&R Block will take into account the accessibility needs of Associate with disabilities when conducting performance management, or providing career development and advancement to Associates.