Last Updated: January 7, 2025

2021-2026 Accessibility Plan and Policies for Procter & Gamble Inc.

This accessibility plan outlines the policies and actions that Procter & Gamble Inc. has put in place to improve opportunities for people with disabilities. This plan is reviewed at least every 5 years. The next review will be conducted by December 31, 2026.

Statement of Commitment

Procter & Gamble Inc. is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner and do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disability Act. This Plan is reviewed and updated at a minimum of once every 5 years.

Customer Service

Procter & Gamble Inc. is committed to providing services to our customers in a timely manner that meets their accessibility needs.

Procter & Gamble Inc. has taken and will continue to take the following steps to ensure customers are provided with service that meets Ontario's accessibility laws.

1. All employees are trained on the Customer Services Standards in the Act. Training is mandatory and must be completed within their first 30 days of employment.
2. P&G Inc.'s Consumer Relations contact is trained on how to respond to telephone and email requests for accessible formats of our website content.
3. Customers are provided the opportunity to provide feedback on how Procter & Gamble Inc. provides goods or services to people with disabilities via the Consumer Relations contact. If we receive feedback the Employee Relations / Labour Relations Leader will review the feedback. Any changes will be approved by the Canada HR Leader and then communicated back to the customer as soon as practicable.

Training

Procter & Gamble Inc. provides training to employees and other staff members on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training is provided in a way that best suits the duties of employees and other staff members.

Procter & Gamble Inc. has taken and will continue to take the following steps to ensure employees are provided with the training needed to meet Ontario's accessibility laws.

1. Two mandatory web-based trainings were rolled to all employees in 2014, who were all required to complete the training.
2. After the 2014 initial training roll-out, all new hires (including internal transfers new to the Canada organization) are required to complete the AODA trainings within the first 30 days of employment.

3. Since 2014, Procter & Gamble Inc. has been and will continue to maintain a record of the AODA training completion. This record includes dates on which the training is provided and who it is provided to (including number of individuals).
4. AODA training is reviewed and updated at a minimum of every 5 years on the same timing as the multi-year plan. AODA training is reviewed sooner if there are AODA legislation changes.
5. When legislation changes occur, in addition to updating the training, Procter & Gamble Inc. shares the updated policy via an internal employee bulletin. Employees are requested to read and review the policy and contact their HR Business Partner for any questions. This training will occur on an ongoing basis.

Procter & Gamble Inc. is committed to ensuring third parties, who provide goods and services on our behalf, receive training on relevant legislation and codes of practice or guidelines. Compliance with legal and regulatory requirements is a term and condition of our purchase orders with third parties.

Procter & Gamble Inc. does not have any volunteers providing goods or services.

Kiosks

Procter & Gamble Inc. does not have Kiosks.

Information and Communications

Procter & Gamble Inc. is committed to meeting the communication needs of people with disabilities. We will continue to consult with people with disabilities to determine their information and communication needs.

Procter & Gamble Inc. has taken the following steps to make sure existing feedback processes are accessible to people with disabilities upon request.

1. All internal & external feedback vehicles small and large were reviewed and assessed internally in 2014.
2. As of 2015, alternative formats were made available for all internal and external feedback vehicles and continue to be available.

Procter & Gamble Inc. has taken and will continue to take the following steps to make sure all publicly available information is made accessible upon request.

1. We will consult with organizations representing people with disabilities to determine the best communication vehicles to utilize when disseminating information to the public.
2. During 2015 all employees were made aware of the alternative communication formats. All employees will continue to be made aware if and when additional alternative communication formats become available.
3. Procter & Gamble Inc. will consult with the person making the request in determining the suitability of an accessible format or communication support. A protocol will be

developed as soon as practicable to address any issues if an agreement on accessibility cannot be met.
4. Procter & Gamble Inc. continues to make customers aware of the option to request accessible formats of our website or website content.

Employment

Procter & Gamble Inc. is committed to fair and accessible employment practices.

We have taken and will continue to take the following steps to notify the public and staff that, when requested, Procter & Gamble Inc. will accommodate people with disabilities during the recruitment and assessment processes and when people are hired.

1. Procter & Gamble Inc. has a process in place to notify its employees and the public about the availability of accommodation for applicants with disabilities in its current process.
2. The current recruitment process ensures that all job applicants will be notified when they are individually selected to participate in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used.
3. If a selected applicant requests an accommodation, Procter & Gamble Inc. consults with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant‘s accessibility needs due to disability.

Procter & Gamble Inc. has taken and will continue to take the following steps to develop and put in place a process for developing individual accommodation plans and return to work policies for the employees that have been absent due to a disability.

1. Procter & Gamble Inc. has a written accommodation process and process for the development or documented individual accommodation plans for employees with disabilities.
2. The process for the development of documented individual accommodation plans includes the following elements:
    a) The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.
    b) The means by which the employee is assessed on an individual basis.
    c) The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer‘s expense, to determine if and how accommodation can be achieved.
    d) The manner in which the employee can request the participation of a representative from the workplace, in the development of the accommodation plan.
    e) The steps taken to protect the privacy of the employee‘s personal information.
    f) The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.
    g) If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.
    h) The means of providing the individual accommodation plan in a format that takes into account the employee‘s accessibility needs due to disability

We have taken and will continue to take the following steps to ensure the accessibility needs of employees with disabilities are taken into account if Procter & Gamble Inc. is using performance management, career development and redeployment processes.

1. Performance Management - Procter & Gamble Inc. has reviewed its current Performance Management process to make sure that it takes into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.
2. Career Development – Procter & Gamble has reviewed its current Career Development process to make sure it takes into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.
3. Redeployment – Procter & Gamble Inc. has reviewed its current redeployment process to ensure it takes into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.

Design of Public Spaces

Procter & Gamble Inc. will meet the Accessibility for the Design of Public Spaces when building or making major modifications to work spaces.

Procter & Gamble Inc. is committed to making all work spaces accessible.

In the event of a service disruption, we will notify the public of the service disruption and alternatives available.

More Information

For more information about the accessibility plan, please contact Victoria McLean (mclean.v@pg.com).

To request an accessible format for this document, please contact Carol-Ann Kemp (kemp.ca@pg.com).