

## Part I: General Requirements

Initiative	AODA (Ontario) Requirements	Sustainalytics Action	Status	Compliance Date
<b>Establishment of Accessibility Policies</b>	Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards referred to in this Regulation.	<ul style="list-style-type: none"> <li>• We have developed, implemented and maintained a multi-year plan that outlines strategies and actions to identify, prevent and remove barriers for people with disabilities.</li> <li>• Policies are accessible on the company website.</li> <li>• Accessibility policies are finalized and available upon request.</li> </ul>	Completed	Dec 2011 Revised September 2023
<b>Accessibility Plans</b>	Large organizations shall, <ol style="list-style-type: none"> <li>a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers and meet its requirements under this Regulation;</li> <li>b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and</li> <li>c) review and update the accessibility plan at least once every five years</li> </ol>	<ul style="list-style-type: none"> <li>• We are committed to providing services in an accessible format for all who utilize our products and engage with our employees. Persons with disabilities and their service animals are accommodated in all aspects of service provision and there are accessible notices informing all of our compliance.</li> <li>• The Accessible Customer Service Policy is published on our website and will be reviewed every five years and if anything changes.</li> </ul>	Completed	June 2021 Revised September 2023



**Part II: Information and Communications Standards**

Initiative	AODA (Ontario) Requirements	Sustainalytics Action	Status	Compliance Date
<b>Feedback</b>	Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for accessible formats and communications supports, upon request.	<ul style="list-style-type: none"> <li>A process has been established to encourage feedback regarding the way we provide goods and services to people with disabilities. This feedback can be made verbally, by e-mail to <a href="mailto:askhr@morningstar.com">askhr@morningstar.com</a>, by feedback card or in writing and will be escalated to our People &amp; Culture team and managed accordingly.</li> </ul>	Completed	Nov 2017 Revised September 2023

<p><b>Accessible Formats &amp; Communication Supports</b></p>	<p>Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities,</p> <p>a) in a timely manner that takes into account the person 's accessibility needs due to disability; and</p> <p>b) at a cost that is no more than the regular cost charged to other persons</p> <p>The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support. Every obligated organization shall notify the public about the availability of accessible formats and communication supports</p>	<ul style="list-style-type: none"> <li>• Review how the organization notifies the public about the availability of accessible formats and communications supports online.</li> <li>• We are committed to providing publicly available emergency information, plans or public safety information in an accessible way upon request. We also provide employees with disabilities with individualized emergency response information upon request and have templates and a process to do this in a timely manner.</li> </ul>	<p>Completed</p>	<p>March 2018                  Revised                  September                  2023</p>
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### Part III: Employment Standard

Initiative	AODA (Ontario) Requirements	Sustainalytics Action	Status	Compliance Date
<b>Recruitment General</b>	Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	<ul style="list-style-type: none"> <li>We are committed to inclusive and accessible employment practices. We have ensured all job postings indicate that job and workplace accommodations are available upon request and provide accommodations to employees and/or applicants and/or prospective employees as requested.</li> </ul>	Completed	Jan 2015 Revised September 2023
<b>Recruitment, Assessment or Selection Process</b>	<p>During a recruitment process, an employer shall notify job applicants, 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</p> <p>If a selected applicant requests an accommodation, the employer shall consult 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</p>	<ul style="list-style-type: none"> <li>We have an established process to accommodate employees and provide individualized emergency plans upon request.</li> </ul>	Completed	Jan 2015 Revised September 2023

<p><b>Employment</b></p>	<p>Every employer shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and the employer is aware of the need for accommodation due to the employee’s disability</p> <p>If an employee who receives individualized workplace emergency response</p>	<ul style="list-style-type: none"> <li>Establish process to provide people in Ontario who request, or for whom the company is aware of the need for accommodation due to the employee’s disability, to receive individualized workplace emergency response information</li> </ul>	<p>Completed</p>	<p>March 2018                  Revised                  September                  2023</p>
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	<p>information requires assistance and with the employee’s consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.</p> <p>Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee’s disability.</p> <p>Every employer shall review the individualized workplace emergency response information,</p> <p>a) when the employee moves to a different location in the organization;</p> <p>b) when the employee’s overall accommodations needs or plans are reviewed; and</p> <p>c) when the employer reviews its general emergency response policies.</p>	<ul style="list-style-type: none"> <li>• Upon request, the company will work with the individual who requires accommodation, to provide Individual Workplace Emergency Response Information as soon as possible</li> </ul>		
<p><b>Career Development &amp; Advancement</b></p>	<p>An employer that provides career development and advancement to its employees shall take 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.</p>	<ul style="list-style-type: none"> <li>• Ensure all current and future developed training materials are developed with accessibility features in mind</li> <li>• Reach out to Talent Management on an ongoing basis to make sure all is accessible</li> </ul>	<p>Ongoing</p>	<p>June 2021                  Revised                  September 2023</p>

