



## POLICY ON CIENA'S DUTY TO ACCOMMODATE ONTARIANS WITH DISABILITIES

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1. **Purpose:** The purpose of this policy is to provide guidance and standards to ensure that Ciena meets its duty to accommodate, prescribed by the Ontario Human Rights Code and the Accessibility for Ontarians with disabilities Act (AODA).
2. **Scope:** This policy applies to Ciena's Ontario based employees, customers and job applicants who may require accommodation during the selection process.
3. **Owner:** Interpretation and application of Ciena's Accommodation Duties for Ontarians with Disabilities Policy resides with Director of Global Benefits.
4. **Accommodations:**
  - 4.1 **Employees' Responsibility.** Employees have the responsibility to make their accommodation needs known, to the best of their abilities, and to identify any known restrictions or limitation they may have.  
determine how best to meet its Accommodation obligations.

### 5. Compliance with the AODA:



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