

## **Notice of Temporary Disruption Procedure**

### **Purpose**

Mammoet Canada Eastern Ltd. recognizes that people with disabilities may use particular facilities or services of Mammoet in order to access its goods and services and, as such, Mammoet is committed to providing notice of temporary disruptions in those facilities and services. The purpose of this procedure is to provide steps to be taken in connection with providing notice of such temporary disruption.

### **Scope**

This procedure applies to every person interacting with members of the public or other third parties on behalf of Mammoet, whether an employee, contractor, third party or volunteer.

### **Definitions**

**Temporary Disruption** means any planned or unplanned disruption in the facilities or services of Mammoet that are usually used by people with disabilities to access its goods and services.

### **Procedure**

1. Mammoet will provide notice of any actual or anticipated future, temporary disruption in its facilities and services. Such notice will include the following information:
  - a) Reason for the temporary disruption;
  - b) Anticipated duration of the temporary disruption;
  - c) Description of alternate facilities or services, if available; and
  - d) Contact information.
2. In the case of an unplanned temporary disruption, the notice will be posted at no less than one conspicuous place at the physical location of the temporary disruption as soon as practicable. A notice of temporary disruption will be emailed to all employees at the branch where the temporary disruption is occurring.
3. In the case of a planned temporary disruption, Mammoet will post the notice prior to the temporary disruption at no less than one conspicuous place at the physical location of the temporary disruption; the notice will be posted with sufficient time to inform customers of the temporary disruption; and a notice of temporary disruption will be emailed to all employees at the branch where the temporary disruption is occurring.