ABS MACHINING
FABRICATION AND ASSEMBLY

Head Office: 1495 Sedlescomb Drive, Mississauga, ONTARIO L4X 1M4

Human Resources / Policy & Procedures

Title: Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

For any questions about this policy, or if the policy is not understood, please contact the Human Resources Department.

Scope of Policy: All ABS Machining Inc. Locations

ABS ('ABS" or the "Company") Accessibility for Ontarians with Disabilities Act (AODA) Policy

1. Effective Date: September 1, 2025
2. Definitions:

- AODA: Accessibility for Ontarians with Disabilities Act
- Accessibility: The ability of individuals with disabilities to access and benefit from services, facilities, and information.
- Accessible Formats: Include but not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.
- Communication Supports: Include but not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.
- Conversion Ready: An electronic or digital format that facilitates conversion into an acceptable format.
- Disability: As defined by the AODA, a physical or mental condition that limits a person's movements, senses, or activities.
- Educator: Is an employee who is involved in a program or course design, delivery and instruction, including staff of school boards.
- Information: Includes data, facts and knowledge that exists in any format, including text, audio, digital or images, and coveys meaning.
- Large Organization: An organization with 50 or more employees in Ontario.

- Mobility Aid: A device used to facilitate the transport, in a seated posture, of a person with a disability.
- Mobility Assistive Device: A cane, walker or similar aid.
- Obligated Organization: Organizations may include workplaces, businesses or services. Refers to the Government of Ontario, the Legislative Assembly, a designated public sector organization, a large organization and a small organization to which the standards of this Regulation apply.
- Performance Management: Activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.
- Redeployment: The reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.
- Support Person: In relation to a person with a disability, another person who accompanies the person with a disability in order to help with communication, mobility, personal care or medical needs, or with access to goods, services or facilities.

3. Policy Statement: In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 "AODA", ABS is committed to creating an inclusive and accessible environment for all individuals, including those with disabilities. We will ensure that barriers are identified, removed, and prevented in all areas of our operations and support those who need it in our workplace. We are committed to removing barriers in accordance with the AODA and the Ontario Human Rights Code.

4. Purpose and Scope: The purpose of this policy is to outline our Company's commitment to fair treatment in the form of accessibility and to establish policies and procedures for complying with the AODA. This policy applies to all management, employees, contractors, volunteers, and third-party service providers.

5. Accessibility Standards Compliance: In alignment with the AODA, the Company will adhere to develop, implement and maintain policies governing how it will achieve accessibility.

6. Information and Communications Standard

In accordance with the AODA, the Company will:

(i) Ensure that all communications and information are made accessible to individuals with disabilities.

(ii) Provide accessible formats and communication supports upon request. We can arrange for accessible feedback and alternate formats upon request

(iii) Utilize accessible websites and online content to ensure usability for individuals with disabilities.

(iv) Consult with employees who require accommodation.

(v) Post its accessibility plans on their website.

(vi) Review and update its accessibility plan once every five years.

(vii) Prepare annual status reports and post this status on its website.

7. Recruitment, Assessment and Selection

The Company will notify employees and the public about the availability of accommodation for job applicants who have disabilities. The Company is committed to implementing hiring practices that are inclusive and accessible. Applicants will be informed that these accommodations are available, upon request, for the interview process and other candidate selection methods. The Company will notify the successful applicant of their policies and supports for accommodating people with disabilities.

8. Transportation Standard

The Company will also:

(i) Work with transportation providers to ensure that services are accessible to individuals with disabilities,

9. Environment Standard

The Company will:

(i) Commit to making all facilities accessible and compliant with upcoming built environment standards; and

(ii) Any other requirements pursuant to the AODA.

10. Training Requirement

The Company will provide training for its employees and volunteers regarding the AODA and the Ontario Human Rights Code. Training will be provided for individuals who are responsible for developing the Company's policies, and all other persons who provide, goods, services or facilities on behalf of the Company.

11. Documented Individual Accommodation Plans

The Company will also develop and have in place written processes for documenting individual accommodation plans for employees with disabilities. The Company will provide accommodations for employees with disabilities throughout their employment, including recruitment, hiring, retention, and career development. The process for the development of these accommodation plans will include specific elements, including: • The ways in which the employee can participate in the development of the plan;

- The means by which the employee is assessed on an individual basis;
- The ways an employee can request an evaluation by an outside medical expert, or other experts (at the employer's expense) to determine if accommodation can be achieved, or how it can be achieved;
- The steps taken to protect the privacy of the employee's personal information;
- The frequency with which the individual accommodation plan should be reviewed or updated determined, and how it should be done;

- The means of providing the accommodation plan in an accessible format, based on the employee's accessibility needs.

12. Plans and Processes

Any department within the Company that utilizes performance management tools, or provides career development and advancement to their employees, will respect the accessibility needs of their employees with disabilities when developing these processes. Every department within GR must provide a tailored workplace emergency response plan or information for employees with disabilities, if their disability makes it necessary.

13. Workplace Emergency Response

The Company will provide updates and accurate individualized workplace emergency response information to assist an employee with a disability during an emergency. In addition, with the employee's consent, this information must be provided to the person(s) designated to provide the required assistance.

14. Return to Work and Redeployment

The Company will develop and have return to work processes in place for employees who are absent from work due to a disability and those who require disability-related accommodations in order to return to work. The Company will need to document these processes. The return to work process will include an outline of the steps the Company will take to facilitate the employee's return to work and use documented individual accommodation plans. If the Company uses redeployment processes, it will take into account the accessibility needs of its employees with disabilities. Redeployment may mean the reassignment of employees to other departments within the organization as an alternative to a "layoff", when a particular job or department has been eliminated. These standards do not apply to volunteers or other non-paid individuals.

Acknowledgement & Agreement

_____ I ,acknowledge that I have read and understand the AODA Policy. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to these guiding principles. I understand that if I violate the policy, I may face corrective action, up to and including termination of employment for misconduct and cause.

Name: _____

Signature: _____

Date: _____