

Celplast Metallized Products Multi-year Accessibility Plan

PURPOSE:

This multiyear accessibility plan outlines Celplast Metallized Products Ltd's (CMP's) strategy to prevent and remove barriers to address the current and future requirements of the Accessibility for Ontarians with Disabilities Act (the "AODA") and in order to fulfill CMP's commitment as outlined in CMP's Accessibility Policy.

ACCESSIBILITY STANDARDS FOR CUSTOMERS AND EMPLOYEES

CMP's goal is to deliver the converting industries best customer service and we are committed to service our customers and employees in a way that respects the dignity and independence of persons with disabilities.

- We will ensure all persons, either our employees or other persons acting on our behalf, deal with our customers or other third parties and all those who are involved in the development and approval of customer service policies, practices and procedures as well as all others providing services to our customers are trained to communicate and provide the best possible service to all customers, including persons with disabilities.
- We will provide fully accessible telephone interface to customers and employees with hearing or speech disabilities.
- Feedback is welcome from persons with disabilities through multiple communication channels.

INFORMATION AND COMMUNICATION FOR ACCESSIBILITY STANDARDS

CMP is committed to making company information and communications accessible to persons with disabilities. CMP will incorporate new accessibility requirements under the information and communication standards to ensure that our information and communications systems and platforms are accessible and are provided in accessible formats that meet the needs of persons with disabilities.

Feedback, Accessible Formats and Communication Supports

- CMP will ensure that the following are accessible to persons with disabilities: 1- existing and new processes for receiving and responding to feedback, and 2- accessible formats and communication supports. CMP will notify individuals of the availability of these processes, formats and supports and upon request, provide accessible formats and communication supports in a timely manner that takes into account the person's accessibility needs due to disability. CMP will also consult with the person making the request to determine the suitability of the format or support.

Celplast Metallized Products Multi-year Accessibility Plan

Accessible Websites and Web Content

- CMP will ensure that current websites and associated contents will meet AODA Information and Communication Standards. All websites and contents will comply with international accessibility guidelines WCAG 2.0

EMPLOYMENT ACCESSIBILITY STANDARDS

Workplace Emergency Response Information

Where CMP is aware that an employee has a disability and that there is a need for accommodation in an emergency situation, individualized workplace emergency response information will be provided to the employee as soon as practicable if such information is necessary given the nature of the employee's disability. We periodically notify our employees of the availability of individualized assistance and plans for employees who advise us of their needs for accommodation in emergency situations.

Recruitment

CMP remains committed to fair and accessible employment practices that attract and retain employees with disabilities. We will communicate the availability of accommodation for applicants with disabilities in the recruitment process. This will include:

- Reviewing and as necessary, modify existing recruitment policies, procedures and processes.
- Specify that reasonable accommodation is available for applicant with disabilities.

Assessment and Selection:

When job applicants are selected to participate in an assessment/selection process, CMP will make appropriate accommodations upon request in relation to the materials or processes used. This will include:

- If a request is made for accommodation, consulting with the applicant and providing a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

Notice to Successful Applicants:

When making offers of employment, CMP will notify the successful applicant of its policies for accommodating employees with disabilities.

Celplast Metallized Products Multi-year Accessibility Plan

Informing Employees of Supports

CMP supports employees with disabilities.

- CMP informs its employees of its policies supporting employees with disabilities, including but not limited to policies on the provision of reasonable job accommodations that take into account an employee's needs due to disability, and informing new hires of this.
- Keep employees up to date on changes to existing policies on job accommodations.
- Where an employee with a disability so requests it, we will consult with the employee to provide suitable accessible formats and communications supports for:
 - 1- Information needed in order to perform the employee's job
 - 2- Information that is generally available to employees in the workplace and consulting with the employee to determine the suitability of the accessible format or communication support.

Documented Individual Accommodation Plans/Return to Work Process

CMP remains committed to incorporating new accessibility requirements to ensure that barriers in accommodation and return to work processes are eliminated and that policies surrounding accommodation and return to work are followed where applicable. We will review and assess existing policies to ensure that they reference the return to work process and include a written process for developing documented individual accommodation plans, this will include:

- The steps CMP will take to facilitate an employee's return to work after a disability related absence
- The development of a written individualized return to work plan for such employees.
- The use of documented individual accommodation plans for employees with a disability, if such plans are required.

Performance Management, Career Development

CMP will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans when providing career development and advancement to its employees with disabilities. CMP will review, assess and as necessary modify existing policies, procedures and practices to ensure compliance with the Integrated Accessibility Standards Regulations (IASR). CMP will collaborate with employees with disabilities and review

Celplast Metallized Products Multi-year Accessibility Plan

accessibility needs of the employees when and as they are being trained, promoted or redeployed.

TRAINING

CMP is committed to implementing a process to ensure that all persons, either our employees or other persons acting on our behalf, deal with our customers or other third parties and all those who are involved in the development and approval of customer service policies, practices and procedures as well as all others providing services to our customers are provided with appropriate training on the requirements of the Accessibility for Ontarians with Disabilities act, AODA and on the Ontario Human Rights code as it pertains to persons with disabilities and are provided with such training as soon as practicable.

CMP will conduct and continue to refresh training regarding the Ontario Human Rights Code and the AODA;s Customer Standard, as well as to include the AODA's IASR obligations, more particularly these actions will include:

- Ensure that this training is provided in a timely manner
- Keep and maintain a record of the training provided, including training dates and the number of individuals to who it was provided.
- Ensure that training is provided on any changes to the prescribed policies on an ongoing basis.
- We will ensure all persons, either our employees or other persons acting on our behalf, deal with our customers or other third parties and all those who are involved in the development and approval of customer service policies, practices and procedures as well as all others providing services to our customers are trained to communicate and provide the best possible service to all customers, including persons with disabilities.