



Accessibility Policy and Multi-Year Accessibility Plan

Purpose:

This document defines the Company's policy in relation to activities to meet the accessibility needs of persons with disabilities with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and to meet the provincial goal to be fully accessible by 2025.

This policy was developed to identify, remove, and prevent barriers and increase accessibility for persons with disabilities in the areas of information, communications, and employment.

This document outlines the Company's Accessibility Policy and Multi-Year Accessibility Plan.

Policy and Statement of Commitment:

Consistent with our Code of Conduct, Eco-Tec Inc. "the Company" is committed to creating an inclusive culture across the organization by preventing and removing barriers for persons with disabilities. We are committed to providing a respectful workplace where all are treated with dignity, respect, honesty, and sensitivity. We appreciate the value of diversity, respect privacy and handle confidential information in an appropriate manner. Consistent with our Values and Code of Conduct, we are committed to meeting the accessibility requirements outlined in the applicable laws and regulations.

Multi-Year Accessibility Plan:

The Accessibility Plan outlines the strategies to achieve accessibility and to meet the requirements set out in the Integrated Regulations of the AODA in the following areas:

- Accessibility Policy and Plan
- Workplace Emergency Response Information
- Training
- Information and Communication
- Employment and Return to Work Processes
- Design of Public Spaces
- Disclaimer

Accessibility Policy and Plan

This Accessibility Policy, Commitment Statement, and Accessibility Multi-Year Plan has been developed, implemented and will be maintained to achieve accessibility requirements set out in the Regulation.

This document is available to be provided in an accessible format upon request. The accessibility plan will be reviewed and updated at least once every three years.

In addition, employees who require accessible formats or communication support will be accommodated to the extent practicable upon request; in a timely manner that takes into account the person's accessibility needs due to disability; and at a cost that is no more than the regular cost charged to other persons.

We are committed to developing policies that respect and promote the dignity and independence of people with disabilities. Therefore, no changes will be made to any policy before considering the impact on people with disabilities.

AODA Compliance Date: January 1, 2014

Status: Complete

Workplace Emergency Response Information

The Company is committed to providing persons with disabilities with individualized emergency response information as required, and as soon as practicable. It is the company's responsibility to prepare for the specific needs that employees with disabilities may have in emergency situations and to ensure all employees are evacuated safely when required.

When it is disclosed that an employee or individual has a requirement that requires special attention during an emergency, a plan will be developed in conjunction with Human Resources and the pertinent person's supervisor to ensure the safety of that person. With the employee's consent, the company shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee. The plan will be documented and kept with Human Resources.

AODA Compliance Date: January 1, 2012

Status: Complete

Training

The Company is committed to providing training to employees on Ontario's accessibility laws and on the Ontario Human Rights Code as it relates to people with disabilities.

Training will be provided to:

- All employees
- All persons who participate in developing the organization's policies
- Human Resources team

Training will be provided as soon as practicable and in a way that best suits the duties of the employees. In addition, any changes to the policy, procedure, plan, or legislation will be trained accordingly.

905-427-0077 Tel

1145 Squires Beach Road
Pickering, Ontario L1W 3T9
www.kovalus.com

The Company will maintain records of the training provided, including training dates and records of individuals to whom the training was provided.

AODA Compliance Date: January 1, 2015

Status: Complete

Information and Communication

The Company is committed to meeting the communication needs of people with disabilities. While the Company may request feedback from employees, the company is already accessible by phone, email, and mail as well as in person to ensure accessibility to people with disabilities has been available upon request since January 1, 2015.

The Company's public facing websites, including web-based applications will conform to World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) Level AA by January 1, 2021.

AODA Compliance Date:

- January 1, 2014: All new internet websites must conform with WCAG 2.0 Level A
- January 1, 2021: All internet websites must conform with WCAG 2.0 Level AA

Status: Complete

Employment and Return to Work Processes

The Company is committed to fair and accessible employment practices.

Since January 1, 2016, the Company has taken the following steps to notify the public and employees that, when requested, the Company will accommodate people with disabilities during the recruitment and assessment processes and when people are hired:

- Notify employees and the public about the availability of accommodations for applicants with disabilities in the recruitment processes.
- Notify selected job applicants during the recruitment process, that accommodations are available upon request in relation to materials or processes to be used.
- If, during the recruitment process, a selected applicant requests an accommodation, consult with the applicant and provide or arrange for the provision of a suitable accommodation that takes into account the applicant's accessibility needs.
- Human Resources personnel will receive the AODA training to ensure they are aware of the needs of the disabled.

Furthermore, the Company has developed and has in place a documented return to work process for all employees who have been absent from work due to a disability and who require disability-related

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accommodations in order to return to work. The return-to-work process supplements other processes created by or under other statutes (ex. the Ontario Human Rights Code, R.S.O. 1990).

The Company will continue to prevent and remove other accessibility barriers identified by ongoing Joint Health and Safety Committee reviews, Human Resources input, as well as requests from employees will be reviewed to ensure the identified barriers are removed to the extent possible.

AODA Compliance Date: January 1, 2016

Status: Complete

Design of Public Spaces

The Company has very few public areas but will ensure the front lobby and pick up locations are accessible when renovations are initiated in these areas.

In addition, the Company will develop plans for the implementation which are not fully accessible when significant renovations occur. These spaces can include accessible parking, outdoor paths, ramps, stairs and elevators.

Disclaimer

The company does not provide services to, nor is it open to the public. However, the Company is committed to meeting the Customer Service Standard if a person with a disability was to visit the site.

Furthermore, the Company does not currently use any electronic devices that would be considered “kiosks” for providing access to the Company’s products and services. In the future if kiosks are installed, the Company will ensure that persons with disabilities are taken into consideration when designing, procuring or acquiring self-service kiosks.

Review of Policy

All AODA related policies and procedures should be reviewed every five years.

For More Information

For more information regarding this Accessibility Plan, please contact:

Eco-Tec Inc.
1145 Squires Beach Road
Pickering, Ontario, Canada, L1W 3T9
905-427-0077

Dated: January 17, 2024