General Information

The Accessibility for Ontarians with Disabilities Act, 2005 ("AODA") and the Integrated Accessibility Standards Regulation (IASR) establish accessibility standards designed to identify, remove, and prevent barriers for people with disabilities.

Sherwood Electromotion Inc. ("SEI") is committed to creating an inclusive environment for employees, applicants, customers, suppliers, contractors, and visitors. This Multi-Year Accessibility Plan outlines the measures SEI has taken and will continue to take to improve accessibility and meet its obligations under the AODA.

This plan covers the period of **December 1, 2026 through December 1, 2031** and will be reviewed and updated as required.

Accessible formats of this plan are available upon request.

Statement of Commitment

Sherwood Electromotion Inc. is committed to treating all individuals in a manner that allows them to maintain their dignity, independence, integration, and equal opportunity.

SEI is committed to:

- Preventing and removing barriers to accessibility.
- Meeting the accessibility needs of persons with disabilities in a timely manner.
- Complying with all applicable requirements under the AODA and Ontario Human Rights Code.
- Creating an inclusive workplace and customer experience that is accessible to all.

Accessible Emergency Information

SEI will continue to provide publicly available emergency information in accessible formats upon request.

SEI will:

- Provide individualized workplace emergency response information for employees with disabilities when required.
- Review individualized emergency response plans whenever an employee moves to a different location, changes position, or when emergency procedures are revised.
- Ensure designated assistance personnel receive appropriate information, with employee consent.

Timeline: Ongoing

Training

SEI will continue to provide accessibility training to all employees, supervisors, managers, and individuals acting on behalf of the company.

Training will include:

- AODA requirements.
- Ontario Human Rights Code obligations relating to disabilities.
- Respectful interaction and communication with persons with disabilities.
- Company accessibility policies and procedures.

SEI will:

1. Provide accessibility training during onboarding.
2. Conduct refresher training as required.
3. Maintain records of completed training.
4. Review training materials annually to ensure compliance with legislative changes.

Timeline: Ongoing

Information and Communications

SEI is committed to providing accessible information and communication supports.

SEI will:

1. Provide accessible formats and communication supports upon request and in a timely manner.
2. Consult with individuals requesting accommodation to determine appropriate formats.
3. Maintain an accessible feedback process for employees, customers, and visitors.
4. Ensure accessibility policies and plans remain publicly available.
5. Review digital communications and applicable web content for accessibility compliance.

Timeline: Ongoing

Employment

SEI is committed to fair and accessible employment practices throughout the employment lifecycle.

Recruitment

SEI will:

- Notify applicants that accommodations are available during recruitment, assessment, and selection processes.
- Provide suitable accommodations upon request.
- Inform successful candidates of accessibility policies and workplace accommodation programs.

Timeline: Ongoing

Employee Supports

SEI will:

- Inform employees of policies supporting individuals with disabilities.
- Communicate updates to accessibility and accommodation policies.
- Provide accessible workplace information when required.

Timeline: Ongoing

Individual Accommodation Plans

SEI will maintain a written process for individual accommodation plans that includes:

- Employee participation.
- Assessment of accommodation needs.
- Privacy protection.
- Review and update procedures.

Timeline: Ongoing

Return-to-Work Process

SEI will maintain documented return-to-work procedures for employees absent due to disability-related reasons.

Timeline: Ongoing

Performance Management and Career Development

SEI will consider accessibility needs and accommodation plans when:

- Managing performance.
- Providing training opportunities.
- Supporting career development and advancement.
- Redeploying employees.

Timeline: Ongoing

Design of Public Spaces

Where applicable, SEI will comply with the Accessibility Standards for the Design of Public Spaces when constructing or making major modifications to public spaces.

This includes:

- Accessible parking.
- Exterior paths of travel.
- Service counters.
- Waiting areas.
- Other applicable public spaces.

In the event of a disruption to accessible features, SEI will provide notice and identify alternative solutions where possible.

Timeline: As Required

Customer Service

SEI will continue to provide accessible customer service by:

- Welcoming support persons and service animals where permitted by law.
- Communicating in ways that consider accessibility needs.
- Providing accessible feedback methods.
- Responding promptly to accessibility concerns.

Timeline: Ongoing

Monitoring and Continuous Improvement

To ensure accessibility remains an ongoing priority, SEI will:

- Review accessibility policies and procedures annually.

- Assess workplace practices to identify and remove barriers.
- Monitor legislative changes and update policies accordingly.
- Solicit feedback from employees and stakeholders regarding accessibility.
- Review and update this Multi-Year Accessibility Plan at least every five years.

Timeline: Annual Review

Accessibility Feedback and Contact Information

Sherwood Electromotion Inc. welcomes feedback regarding accessibility and accommodation.

To request accessible formats, communication supports, or to provide accessibility feedback, please contact:

Human Resources Department
Sherwood Electromotion Inc.
Phone: _____
Email: _____
Address: _____

Accessible formats of this Multi-Year Accessibility Plan are available free of charge upon request.

Plan Effective Date: December 1, 2026
Next Scheduled Review: No later than December 1, 2031