



Electrical Contacts Limited

519 - 22nd Avenue, Hanover, Ontario, Canada N4N 3T6
Telephone: (519)364-1878 Fax: (519)364-4626 Net Site: www.e-c-l.com

AODA MULTI-YEAR ACCESSIBILITY PLAN - 2026-2030

Plan owner	Human Resources
Effective date	Upon approval
Review cycle	Reviewed annually; formally updated at least once every five years
Next formal update	No later than five years following approval

ACCESSIBILITY COMMITMENT

Electrical Contacts Limited is committed to maintaining an inclusive and accessible workplace that respects the dignity, independence, integration, and equal opportunity of persons with disabilities. Electrical Contacts Limited will identify, prevent, and remove accessibility barriers and provide disability-related accommodation up to the point of undue hardship in accordance with the AODA, the Integrated Accessibility Standards Regulation, and the Ontario Human Rights Code.

Purpose: This Multi-Year Accessibility Plan describes how Electrical Contacts Limited (ECL) will meet its obligations under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Integrated Accessibility Standards Regulation (IASR), Ontario Regulation 191/11. The plan is intended to support sustained compliance and practical barrier removal. It will be made publicly available and provided in an accessible format upon request, in consultation with the person making the request.

Scope: This plan applies to all Associates, job applicants, contractors, and visitors accessing ECL facilities, services, or employment opportunities.

Guiding principles:

- Dignity and independence: services and employment practices will respect the autonomy and worth of people with disabilities.
- Integration and equal opportunity: people with disabilities will have equitable access to opportunities, information and services.
- Individualized response: ECL will consider the person's disability-related needs and consult with the individual when arranging accommodation or accessible formats.
- Barrier prevention: accessibility will be considered when ECL develops or changes policies, systems, communications, facilities and employment practices.
- Continuous improvement: ECL will review feedback, compliance results and operational changes to identify further accessibility actions.

Responsibilities:

Core Management Team:

- Supporting ECL's compliance with applicable accessibility legislation
- Providing leadership and resources to support accessibility initiatives
- Promoting accessibility, inclusion, and accountability throughout the organization

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Human Resources:

- Maintaining ECL's AODA policies, Multi-Year Accessibility Plan, training records, and compliance documentation
- Coordinating accommodation practices and required accessibility reporting
- Monitoring implementation and legislative requirements

Managers and Supervisors:

- Applying accessible employment and service practices within their departments
- Responding promptly and respectfully to accessibility barriers and accommodation needs
- Supporting accommodation measures and required accessibility training
- Enforcing ECL's AODA Policies

Associates:

- Following ECL's accessibility policies and practices
- Completing required accessibility training
- Supporting an accessible and inclusive workplace
- Reporting identified accessibility barriers

2026-2030 Accessibility Roadmap:

The following roadmap consolidates ECL's current compliance priorities and longer-term accessibility commitments. Target timing may be advanced where operational changes create an earlier opportunity to remove a barrier.

Priority area	Target	Commitment / action	Owner
Governance and reporting	2026	Maintain and implement ECL's AODA Accessibility Policy and approve this Multi-Year Accessibility Plan; post both on ECL's website and provide them in an accessible format upon request; complete and file the 2026 AODA Accessibility Compliance Report by December 31 st , 2026.	HR/ Core Management Team
Accessibility review	2027	Complete a documented gap assessment of the AODA and IASR requirements applicable to ECL, including employment, training, workplace emergency response information, accessible information and communications, feedback processes and website content.	HR/ Core Management Team
Training	2026 and ongoing	Provide role-appropriate training on the AODA, IASR requirements and the Ontario Human Rights Code as it relates to people with disabilities. Train new associates and affected persons as soon as practicable, and retrain when policies materially change. Maintain completion records.	Training Coordinator / HR / Managers/ Supervisors
Accessible business communications	2026 and ongoing	Communicate with customers and other third parties in a manner that considers disability-related accessibility needs. Provide accessible formats or communication supports upon request and maintain an accessible feedback process.	All Customer-facing functions
Workplace emergency information	2026 and ongoing	Develop individualized workplace emergency response information for associates who require it and consent to the necessary disclosure; review when the associate changes location, accommodation needs change or emergency plans are reviewed.	HR / Health & Safety / Managers



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Priority area	Target	Commitment / action	Owner
Recruitment and selection	2026 and ongoing	Notify applicants that accommodation is available during recruitment. Consult with selected applicants requesting accommodation. Include accommodation information in offers and onboarding materials.	HR / Hiring Managers
Employment and accommodation	2026-2027	Document and communicate processes for accessible employee information, individualized accommodation plans and return-to-work arrangements for disability-related absences. Ensure performance management, career development, advancement, redeployment and return-to-work decisions consider accessibility needs and accommodation plans.	HR / Managers
Accessible information and communications	2026-2027	Establish a consistent process for responding to requests for accessible workplace information, accessible formats and communication supports. Consult with the requester to determine a suitable format or support and provide it in a timely manner.	HR / Functional owners
Feedback processes	2026-2027	Confirm that processes for receiving and responding to feedback are accessible. Communicate the availability of accessible formats and communication supports.	HR
Digital accessibility	2026-2028	Inventory ECL-controlled public web content and assess applicable WCAG 2.0 Level AA requirements. Build accessibility review into material website redesigns, new web content, subject to the IASR's applicability and practicability rules.	Infrastructure / Content owners
Plan evaluation and renewal	Annually ; formal renewal by 2031	Review progress, feedback, organizational changes, audit findings and regulatory developments. Record updates, revise priorities as needed and complete a full review and update at least once every five years.	HR/ Core Management Team

Accessible Employment Practices:

ECL will maintain accessible employment practices throughout recruitment, employment, accommodation, performance management, career development and return-to-work processes. ECL's specific commitments and timelines are outlined in the Multi-Year Accessibility Strategy above.

Information, Communication and Customer service:

ECL will communicate with persons with disabilities in ways that consider their accessibility needs. Upon request, ECL will consult with the individual to determine a suitable accessible format or communication support and provide it in a timely manner at no additional cost beyond the regular cost charged to others. This applies to information required by Associates to perform their jobs, information generally available in the workplace, and ECL's publicly available accessibility information.

Feedback and requests for accessible formats:

Feedback about accessibility, requests for this plan in an accessible format, and requests for communication supports may be directed to ECL's Human Resources Department through the organization's usual published contact channels. ECL will consult with the requester, review the matter promptly and communicate the response in a manner that takes the person's accessibility needs into account.

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Accessibility feedback will be tracked at an appropriate level and considered during annual monitoring and the formal five-year review.

Monitoring, records and review:

- Human Resources will review the roadmap at least annually and record completed, delayed or revised actions.
- ECL will maintain required records, including training information and supporting compliance documentation.
- This plan will be reviewed and updated at least once every five years and sooner if significant regulatory, organizational, facility or technology changes affect accessibility.
- When the plan is revised, ECL will replace the public version and communicate material internal changes to affected associates.

Reference Framework:

- Accessibility for Ontarians with Disabilities Act, 2005: [Ontario e-Laws](#)
- Integrated Accessibility Standards Regulation, O. Reg. 191/11: [Ontario e-Laws](#)
- Ontario guidance – How to create an accessibility plan and policy: Ontario.ca
- Ontario guidance – Completing your accessibility compliance report: Ontario.ca