

Multi Year Accessibility Plan			E & E M^cLAUGHLIN <i>Ltd</i> WAREHOUSING Commercial & Industrial
		Date Created	
Authority	Rebecca Mesquita	Date of Last Review	October 2023

As part of E & E McLaughlin Ltd.'s commitment to accessibility, our multi-year accessibility plan outlines our strategy and the actions that have been and will be implemented to prevent and remove barriers and to meet our requirements under the Accessibilities for Ontarians with Disabilities Act (AODA). This multi-year accessibility plan focuses on our initiatives in respect of the AODA's Accessibility Standards including:

- Customer service for our tenants
- Information and communications
- Policies and training
- Employment
- Design of Public Spaces
- Feedback

This plan applies to E & E McLaughlin Ltd. as required by the AODA.

Information and Communication

In accordance with the AODA's Information and Communication Standard, E & E McLaughlin Ltd. will:

- Ensure when any internet websites and web content are created that they conform with Level A of the World Wide Web Consortium Content Accessibility Guidelines (WCAG) 2.0 with projected website in 2024.
- Ensure E and E McLaughlin Ltd. continues to notify the public and provides, on request, accessible formats and supports for people with disabilities in a timely manner and at no additional cost to others.

Employment

In accordance with the AODA's Employment Standards, E & E McLaughlin Ltd. will continue to ensure inclusive employment processes for recruitment, retention, and development within the firm, including:

- Notification of the firm's commitment to accessibility and availability of accommodation
- Provision of accessible formats and communication supports that take into account an employee's accessibility needs.
- Taking employees' disabilities and accommodation needs into account in respect of performance management and career development.

- Ensuring processes are in place to support employee / workplace accommodation requests following absences from work and during an employee's employment.

Policies and Training

E & E McLaughlin Ltd. has and will continue to implement policies and practices and training initiatives in accordance with the AODA by taking the following steps:

- Implementing a policy outlining our commitment to accessibility for tenants implemented in July 2022.
- Ensuring that all employees are retrained on AODA and Human Right (catching up all employees that may have expired by December 2023).
- Implementing a statement of our organization's commitment to meet the accessibility needs of persons with disabilities in a timely manner and in compliance with the AODA's Integrated Accessibility Standards (implemented)

Training will be provided in a way that best suits the nature of our people's work.

A Workplace Emergency Response Plan will be provided to employees who have indicated to the company that they have a disability and require assistance in the event of an emergency.

This plan will be reviewed at least once every five years.

Design of Public Spaces

As of October 15, 2023, E & E McLaughlin Ltd. does not have any significant plans for new construction or significant redevelopment of its buildings to which the Design of Public Spaces Standard of the Integrated Accessibility Standards Regulation is applicable. For any future plans to which this Standard would be applicable, however, E & E McLaughlin Ltd. commits that it will comply with the required responsibilities under this Standard.

E & E McLaughlin Ltd also commits that it will also put in place procedures to prevent service disruption to accessible elements of its public spaces as required under the Design of Public Spaces Standard. In the event of a service disruption affecting these accessible elements, E & E McLaughlin Ltd. will notify the public of such service disruption and any available alternatives.

Tenant Feedback

E & E McLaughlin is pleased to have established its Commitment to Accessibility for Clients policy, which outlines our commitment to ensuring our services are accessible to our tenants and our training plan.

E & E McLaughlin submitted its annual report confirming compliance with this standard as of September 21, 2023 and will continue to ensure compliance with the Accessible Customer Service Standard.

Feedback

E & E McLaughlin Ltd. Receiving feedback from our people, tenants and the public is an important part of our commitment to accessibility. We have developed a feedback process to respond to enquiries and suggestions.

For more information on this accessibility plan, please contact us:

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Accessible formats of this document are available free upon request.

Reviewed by Human Resources October 2023.