

## **Meeting the Needs of Disabilities**

### **Statement of Commitment for Meeting the Needs of Persons with Disabilities**

CapProducts Ltd. will strive at all times to provide its services in a way that respects the dignity and independence of people with disabilities. We are also committed to giving people with disabilities the equal opportunity to access our services and allow them to benefit from the same services in the same place in a comparable way as others.

CapProducts Ltd. is committed to excellence in serving everyone, including people with disabilities. When providing information to, or communicating with, a person with a disability we will provide information and communication in a manner that takes into account the person's disability. CapProducts Ltd. will provide training to applicable staff about the provision of accessible information and communication to persons with disabilities and all those who are involved in the development and approval of related policies, practices, and procedures. CapProducts Ltd. will make written information about other forms of communication accessible upon request.

### **Accommodation Plan for Employees with Disabilities**

CapProducts Ltd. is committed to having an accommodation plan for employees with disabilities. This includes the following:

- Employees are assessed on an individual basis at all times.
- An employee can request to have a representative from the workplace participate in the development of his/her accommodation plan.
- CapProducts Ltd. can at our expense, request assistance from an outside source.
- At all times, employee's personal information will be kept confidential.
- CapProducts Ltd. will provide the employee with their personalized accommodation plan at the earliest opportunity.
- The accommodation plan will be reviewed and updated when necessary.
- This plan will be provided in the accessible format requested.