

July 21, 2026

Workplace Accessibility Policy and Multi-Year Plan

Statement of Commitment

CapProducts Ltd. is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration, equal opportunity, and accessibility for persons with disabilities. We strive to identify, prevent, and remove barriers to accessibility in a timely manner while meeting the requirements of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and its regulations. When providing information to, or communicating with, a person with a disability, CapProducts Ltd. will do so in a manner that considers the person's disability and accessibility needs.

Accessibility Policy

This policy applies to all individuals including employees, customers, visitors, and suppliers to ensure they experience an accessible and barrier-free environment. CapProducts Ltd. will provide training to employees about accessibility requirements necessary by the AODA and the Ontario Human Rights Code as it relates to persons with disabilities and respecting non-discrimination. In addition, when required, we will train all persons who participate in developing the organization's policies and all other persons who provide goods, services, or facilities on behalf of CapProducts Ltd. We will maintain records of the training, including the dates on which the training was provided.

People with disabilities may use their personal assistive devices when accessing our goods, services or facilities. This includes service animals as they are allowed on the parts of our property that are open to the public and third parties. If it is not readily apparent that an animal is a service animal, CapProducts Ltd. may request documentation from a regulated health professional confirming that the person requires the animal for reasons relating to their disability, as permitted under the AODA. In cases where the assistive device presents a significant and unavoidable health or safety concern or may not be permitted for other reasons, other measures will be used to ensure the person with a disability can access our goods, services or facilities. We communicate with people with disabilities in ways that consider their disability. We will provide accessible formats, and communication support when requested and when feasible.

CapProducts Ltd. welcomes feedback on how we provide accessible customer service. Feedback will help us identify barriers, improve accessibility and responds to concerns in a timely and responsive manner. Feedback may be provided by email, telephone, in person, or through another communication method that meets the individual's accessibility needs. All feedback, including complaints, will be directed to the Human Resource Manager for review. Feedback will be acknowledged, investigated as appropriate, and any necessary follow-up or corrective action will be taken. Customers can expect to receive acknowledgement of their feedback within five (5) business days, with a response provided as soon as possible depending on the nature and complexity of the concern.

Persons with disabilities who are accompanied by a support person are permitted to have that person attend them while accessing our goods, services or facilities. CapProducts Ltd. will communicate directly with the person with the disability while recognizing the role of the support person when appropriate.

CapProducts Ltd. notifies employees, job applicants, and the public that accommodations are available for applicants with disabilities throughout the recruitment and hiring process. We will inform them of our policies to support employees with disabilities during the onboarding process. Employees will also be notified whenever there are updates to these policies. CapProducts Ltd. will consider the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using performance management processes, providing career development and advancement opportunities, or considering relocation. When an employee's disability requires individualized workplace emergency response information, CapProducts Ltd. will provide such information as soon as practicable after becoming aware of the need. The appropriate employees (management and health and safety) will be aware of this alternative emergency response information, so everyone is aware in the event of an emergency. Individualized emergency response information will be reviewed:

- When the employee changes work location.
- When the employee's accommodation needs or plans are reviewed.
- When the Company's emergency response procedures are revised.

Any policies of CapProducts Ltd. that do not respect and promote the principles of dignity, independence, integration and equal opportunity for people with disabilities will be modified or removed. This document is publicly available. Accessible formats are available upon request.

Multi-Year Accessibility Plan

Requirement	Planned Activity	Timeline
Accessibility Policies	Review and update the Workplace Accessibility Policy and multi-year accessibility plan to ensure compliance with the AODA requirements.	Review workplace accessibility policy at minimum once every five years.
Employee Training	Provide accessibility training to all new employees, managers, and anyone involved in developing policies. Refresher training will be provided when policies or legislation change.	During the recruitment process and as required.
Recruitment	Continue to notify applicants that accommodations are available throughout the recruitment and hiring process. Review recruitment materials to ensure accessibility.	As required.
Workplace Accommodations	Maintain an accommodation process for employees with disabilities, including individualized accommodation plans where required.	As required.
Accessible Information and Communication	Provide accessible formats and communication supports upon request and consult with individuals to determine appropriate formats.	As required.
Feedback Process	Maintain an accessible process for receiving and responding to accessibility feedback and use feedback to identify opportunities for improvement.	As required.
Barrier Identification	Reviewing workplace practices, facilities, and procedures to identify and remove accessibility barriers where reasonably practical.	Annually.
Accessible on Website	Ensure policy and multi-year accessibility plan is available on company website.	Update website as accessibility policy and plan are revised.
Compliance Reporting	File accessibility compliance report every three years.	File as required.