

Multi-Year Accessibility Plan

Plan Created: December 10, 2023

Plan Updated: May 20, 2026

This accessibility plan outlines policies and actions that MTCA INC will put in place to improve opportunities for people with disabilities. This plan will be reviewed and updated at a minimum every five (5) years.

Statement of Commitment

MTCA INC. is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

Accessible Emergency Information

MTCA INC is committed to providing employees and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

Training

MTCA INC. will provide training to employees, and other staff members on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees, volunteers and other staff members.

MTCA INC. has taken the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws.

Timeline – Ongoing – Annual

- Provide AODA and Human Rights Code accessibility training to all new employees during onboarding.
- Conduct annual refresher training for all employees, supervisors, and managers.
- Require all new hires to complete mandatory training
- Maintain records of completed accessibility training

Employment Standards

MTCA INC is committed to fair and accessible employment practices. MTCA Inc. will provide accessible and inclusive employment practices throughout recruitment and employment.

Timeline – Ongoing

- Continue including accommodation statements in all job postings.
- Provide accessible hiring and interview accommodations upon request.

MTCA INC. will take the following steps to develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability.

Timeline 2028 - Ongoing

- Formalize and maintain an Employee Accommodation Policy.
- Develop individualized accommodation and return-to-work plans where required.
- Notify employees of policies supporting employees with disabilities.
- Review workplace emergency response information as needed.

MTCA Inc, will take the following steps to ensure the accessibility needs of employees with disabilities are taken into account if MTCA INC is using performance management, career development and redeployment processes.

Timeline – Ongoing

- Ensure that the feedback and review tool is accessible upon request
- Ensure that the platform is accessible, and that all modules are accessible or have accessible alternatives upon request.

MTCA INC. will take the following steps to prevent and remove other accessibility barriers identified.

Timeline – Ongoing

- All doors and entrances are accessible to people using assistive devices
- All emergency exits and evacuation routes will be accessible/have accessible options for people using assistive devices
- The Health & Safety Committee inspects the workplace on a regular basis and will remove or notify the company about any hazards that may be encountered by people with disabilities.
- Address reasonable accessibility concerns identified by employees, visitors, or contractors.

- Consider accessibility requirements during future workplace modifications or renovations.

Information and Communications

MTCA INC is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs. MTCA INC will maintain accessible online information and communication.

Timeline 2026 - Ongoing

- Maintain an accessible company website in accordance with applicable accessibility requirements.
- Ensure accessibility contact information is available on the website.
- Provide accessible formats and communication supports upon request.

MTCA INC. welcomes feedback regarding accessibility and accommodations. The company will take the following steps to ensure existing feedback processes are accessible to people with disabilities upon request.

- Contact the Plant Manager or Human Resources Manager via any available means (phone, e-mail, in person) with feedback.

MTCA INC. will make sure all publicly available information is made accessible as soon as possible upon request.

- Contact any Human Resources representative to request accessible versions of information.

For More Information

For more information on this accessibility plan, please contact the Plant Manager or Human Resources Manager.

Accessible formats of this document are available free upon request from Human Resources.