



Dated: January 16, 2020

Multi –Year Accessibility Plan

Tencorr Packaging is committed to being responsive to the needs of persons with disabilities. Our company would like to make our premises, equipment and services available to all people respecting their individual needs, independence, dignity and equal opportunity in the work place.

Introduction

Tencorr Packaging Multi-Year Accessibility Plan is based on the Ontario Regulation 191/11 (The Integrated Accessibility Standards Regulation (IASR) of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

The IASR under the AODA requires that Tencorr Packaging develops, implements and maintains an Accessibility Policy that outlines how the organization will achieve accessibility and that includes Tencorr's statement of organizational commitment to meet the accessibility needs of persons with disabilities and requires that Tencorr establishes, implements, maintains and documents a Multi-Year Accessibility Plan, that outlines our strategy to prevent and remove barriers for persons with disabilities and meet its obligations under the IASR.

The Multi-Year Accessibility Plan will be posted on Tencorr's website and will be available in an accessible format upon request. The Multi-Year Accessibility Plan will be reviewed and updated, if applicable, at least once every five years.

Accessibility Standards for Customer Service

Tencorr Packaging has already been committed to compliance with the Accessibility Standards for Customer Service Regulation (O.Reg.429/07) under the AODA, which involves providing products and services in a way that respects the dignity and independence of people with disabilities.

1.0 Information and Communication

Action Taken: Tencorr Packaging shall communicate with people with disabilities that the documents related to the Customer Service Standards are available upon request in a format that takes into account their disability.

Planned Action: Tencorr Packaging shall ensure that this information is publicly available on Tencorr Packaging website.

Planned Action: In accordance with the IASR, Tencorr Packaging shall ensure that processes for receiving and responding to feedback are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communication supports, upon request and in a timely manner.

2.0 Employment

Action Taken: Tencorr Packaging notified employees, potential employees and public that we provide accommodations during our hiring and recruitment process.

If required, employees with disabilities shall be provided with emergency information specific to their disability.

3.0 Training

Tencorr Packaging shall ensure that employees receive training in accordance with this policy, requirements of the accessibility standards referred to in the Ontario Regulation 191/11 (The Integrated Accessibility Standards Regulation (IASR) and on the Ontario Human Rights Code, as it pertains to persons with disabilities.

Action Taken: Tencorr provided training to each employee as soon as practicable after he or she is assigned their duties.

Training will also be provided on an ongoing basis in connection with changes to applicable legislation, and/or Tencorr's policies, procedures and practices governing to people with disabilities.

Action Taken: Tencorr logged and maintained training records (including dates and number of trained individuals) to ensure compliance.

4.0 Design of Public Spaces

Action Taken: Tencorr Packaging has taken action to ensure that individuals with disabilities will be able to move about safely and easily and to make full use of our workplace. We have several provisions for people with disabilities. We have:

- Ramp at a specific spot to facilitate wheelchair movements
- Workstation is equipped with lower desk, keyboard accessibility
- Designated parking spot
- We allow assistive devices to support persons to be in our company's premises for as long as their services are needed

We encourage anyone who encounters any problems, malfunctions or deficiencies to report them to their immediate supervisor or to the Human Resources Department.