

TITLE	MULTI-YEAR ACCESSIBILITY PLAN
ADDRESSEES	Zeton Inc.
OWNER	AF
ENTRY INTO FORCE	September 22, 2023
VALID UNTIL	Revocation or revision, whichever comes first
VERSION	1
CLASSIFICATION	Public www.zeton.com

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Introduction: Our Organizational Commitment

Zeton Inc. is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration, and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the *Accessibility for Ontarians with Disabilities Act* and Ontario's accessibility laws.

Zeton Inc. is committed to meeting its current and ongoing obligations under human rights legislation respecting non-discrimination.

Zeton Inc. understands its obligations under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and its accessibility standards do not substitute or limit its obligations under the Ontario Human Rights Code or obligations to people with disabilities under any other law.

Zeton Inc. is committed to excellence in serving and providing goods, services, or facilities to all, including people with disabilities.

Our accessible customer service policies are consistent with the principles of independence, dignity, integration, and equality of opportunities for people with disabilities.

Zeton's Previous Accessibility Achievements

- Current monthly building inspection plan – includes but not limited to:
 - Ensure accessibility devices on our building entrances are functioning
 - Ensure meeting accessibility requirements if the organization requires renovations
 - Ensure accessible parking spaces are available
- Emergency response Plan: Assign designated individual(s) to assist people requiring assistance upon request (both employees and visitors to our facilities)
- Added motion sensors for lighting in our facilities
- Provide ergonomic workstations (adjustable desks) to employees including ergonomic assessments and equipment (footrests, keyboards, headsets, larger monitors) as required
- Ensure accessibility training compliance for all employees upon hiring
- Advertise that Zeton is an equal opportunity employer on job postings, willing and able to accommodate individual needs
- Ensure website compliance with the AODA
- Accessibility plan included in the onboarding process

Action Plan

Although Zeton has always prioritized accessibility of our customers, suppliers, employees etc. and continues to do so, there are always ways in which the organization can improve accessibility.

AODA Officer

With Zeton Inc.'s commitment to accessibility, we have appointed an AODA Officer that will assist us in ensuring we maintain compliance and prioritize accessibility for all, including people with disabilities.

AODA Officer Purpose:

The purpose of the AODA Officer is to ensure we have representation for the departments that have an impact on ensuring compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Under the AODA, we are required to implement a multi-year accessibility plan. The AODA Officer meets with the President/CEO annually to evaluate:

- Training completion rates and follow-up as required to ensure compliance
- Any changes to accessibility requirements under the Act
- Any changes that are required at any of our facilities to improve accessibility
- Continuous improvement to our internal processes to ensure compliance and remove accessibility barriers.

We will collaborate on our priorities, review the organization's budget, and implement changes agreed upon.

Departments Reviewed

Department	Reason for Department Involvement
Human Resources	Ensure compliance with AODA requirements, Executive Representation
Marketing	Liaison: Translation of documents and representative to ensure website compliance
Information Technology	Any accommodation requests requiring IT equipment (i.e. larger screen, ensure functionality of larger font requests, etc.)
Customer Service	Ensure compliance with Customer Service standards under AODA
Health & Safety	Health & Safety implications with AODA (emergency response, training requirements etc.)
Plant Management	Should changes need to be made to ensure accessibility at facilities, and representation for plant staff
Manufacturing	Feedback from manufacturing team members working on the Plant floor