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1. PURPOSE

REEL COH Inc. (the company) 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.

2. SCOPE

REEL COH Inc.'s facility located at 863 Arvin Avenue, Stoney Creek, (Ontario), L8E 5N8 is a privately-owned organization (less than 50 employees in Ontario) that provides goods and services to other organizations and does not have a service counter. Occasionally, customers may access the facility for the purpose of business meetings, testing and inspection.

This policy sets out accountabilities and responsibilities for all full-time, part-time, contract, permanent and temporary employees working at REEL COH Inc. in Stoney Creek, (Ontario).

3. COMMITMENT

The company will make every reasonable effort to ensure that the policies, practices and procedures are consistent with the principles of dignity, independence, integration and equal opportunity. All employees will be familiarized with the Accessibility Policy as part of the onboarding process.

4. DEFINITIONS

Accessible formats: formats that are an alternative to standard print and are accessible to people with disabilities. Accessible formats may include large print, recorded audio and electronic formats, etc.

Mobility assistive device: supports that assist with the mobility of an individual such as a cane, walker or similar aid.

Persons with disabilities: individuals with a disability as defined under the Ontario Human Rights Code.

Requiring Assistance: staff with a permanent or temporary disability that may impact their ability to evacuate the building safely during an emergency. Examples of conditions may include, but are not limited to:

- Inability to climb/descend stairs
- Inability to hear emergency alarms and/or see signs
- Require emergency equipment and evacuation directions

Service animal: animal acting as a service animal for a person with a disability. It is readily apparent that the animal is used by the person for reasons relating to his or her disability; or the person provides a letter from a recognized medical institution or association by the AODA confirming that the person

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requires the animal for reason relating to the disability; or the person provides a valid identification card or training certificate from a recognized service animal training school.

Support Person: in relation to a person with a disability, refers to another person who accompanies him or her in order to help with communication, mobility, personal care

5. TRAINING

The company will provide training on accessibility standards and the Human Rights Code training for persons with disabilities as required by the Accessibility for Ontarians with Disabilities Act (AODA) to employees and contractors who provide services on behalf of the company as part of the onboarding process (as soon as practicable after being hired). Training will also be when changes are made to policies, practices and procedures.

Human Rights Code Training	Functions
Working Together: The Code and the AODA Ontario Human Rights Commission	All employees

Accessibility training	Functions
Customer service	All employee (excluding shop workers)
General requirements	HR, reception, assistants, procurement, sales, shipping/receiving and local management
Information and communication standards	HR and local management
Employment standards	HR and local management
Design of public spaces	Anyone who manages or approves building and facilities design and renovations

6. COMMUNICATION & ACCESSIBLE FORMATS

When communicating with a person with a disability, the companies' staff will communicate in a manner that takes into account the person's disability and takes reasonable efforts to ensure that the person with a disability understands the content of its communications.

Reasonable efforts shall be made to ensure that communication in all formats (e.g., verbal, written or electronic) are presented in a manner that is accessible. Special requests regarding communication formats shall be addressed in the following manner:

- i. by consulting with the requestors to determine suitability
- ii. in a timely manner that considers the person's accessibility needs due to disability; and
- iii. at a cost that is no more than the regular cost charged to other persons

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7. ASSISTIVE DEVICES

People with disabilities may use their personal assistive devices when accessing our facilities. 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 facilities

8. SERVICE ANIMALS

The company shall accommodate the use of service animals by people with disabilities up to the point of undue hardship (safely and reasonably). In a situation where an animal cannot be easily identified as a service animal, the company may ask the person to provide documentation from a regulated health professional.

9. SUPPORT PERSONS

Where a person with a disability accessing our facility is accompanied by a support person, the company's host shall ensure that both persons are permitted to enter the premises together and shall stay together while on the premises.

10. NOTICE OF TEMPORARY DISRUPTION

If there is a temporary disruption to our facilities that people with disabilities rely on to access, we will post a notice explaining:

- the reason of the disruption,
- the expected duration and,
- any alternative available.

Notices will be placed in a conspicuous place on the companies' premise and in a format that considers the types of disabilities of persons who use the disrupted service. If the disruption is anticipated, the company will provide a reasonable amount of advance notice. If the disruption is unexpected, notice will be provided as soon as possible.

11. FEEDBACK PROCESS

Individuals may provide feedback regarding accessibility concerns by contacting:

Human Resources Department
rh@reelcoh.com
1-450-430-6500
801 Curé Boivin, Boisbriand (Quebec)

The Human Resources department will deal with all complaints/feedback in a timely and professional manner.

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12. RECRUITMENT AND TALENT MANAGEMENT

The company notifies job applicants through the job posting that accommodations are available upon request during the recruitment and selection process. The recruiter who receives an accommodation request will consult with the applicant to provide suitable accommodation where required. Successful applicants are also informed about policies for accommodating employees with disabilities when receiving offers of employment.

During any performance management or career development process, the companies will consider the needs of the of an employee with a disability. This includes when we hold formal or informal performance reviews; or promote and move employees to a new job.

13. WORKPLACE EMERGENCY RESPONSE INFORMATION

The company will ensure that all publicly available safety and emergency information (e.g., evacuation procedures, floor plans, etc.) is provided in an accessible format or with appropriate communication supports, upon request.

Individualized workplace emergency response plans will be prepared when necessary.

Employee Responsibility

- Notifying their Manager or Human Resources of their need for an Individualized Workplace Emergency Response Plan as soon as it becomes apparent or the needs change (this applies equally to employees who permanently require assistance and those who may have a temporary need).
- Consenting to having their emergency workplace response information shared with a designated person or persons who can aid the employee.

Management responsibility

- Being aware of employees with disabilities (temporary and permanent) and those that require assistance to evacuate in the event of an emergency.
- Identifying which staff member(s) will be the designated person that assists an employee with disabilities during an emergency evacuation.
- Coordinating with the local EHS representative to have an individual emergency plan prepared for the employee.

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14. ENTRY INTO EFFECT

This policy comes into effect upon adoption and supersedes any other policy or practice. This document is publicly available. Accessible formats are available upon request.

15. REVISION

This policy will be reviewed periodically and updated as necessary to ensure ongoing compliance with accessibility legislation.

16. DOCUMENT ADMINISTRATION

Revision Tracking

A	July 1, 2026	First publication.
B	July 13, 2026	Update to section 6

Validation	Name and function	Date and signature
Approved by/ Process owner	Yaël Pellei, Director Human Resources, North America	Signed by: 14 juillet 2026 
Approved by	Sébastien Darveau, Executive Vice-President	Signed by: 14 July 2026 