

## Accessibility Plan

Cementation is committed to ensuring a consistency approach to facilitating a barrier-free environment for people with a disability and to ensure compliance with legislative requirements. Cementation values individual differences, respects individual needs and supports accessibility, diversity, and fairness in the treatment of all employees.

Cementation is committed to fulfilling our requirements under the *Accessibility for Ontarians with Disabilities Act, 2005*. This accessibility plan outlines the steps we are taking to meet those requirements and to improve opportunities for people with disabilities.

Our multi-year plan shows how we will play our role in making Ontario an accessible province for all Ontarians.

The plan is reviewed and updated at least once every 5 years.

We train every person as soon as practicable after being hired and provide training in respect of any changes to the policies.

We maintain our records of the training provided including the dates on which the training was provided and the number of individuals to whom it was provided.

Multi-Year Accessibility Plan
<p><b>Multi-Year Accessibility Plans</b></p> <ul style="list-style-type: none"> <li>• Multi-year accessibility plan established.</li> <li>• To be reviewed and updated at least once every five years.</li> <li>• To be posted on the company website.</li> </ul>
<p><b>Accessibility Policies</b></p> <ul style="list-style-type: none"> <li>• Customer Service Standard created.</li> <li>• To be reviewed by management annually and modified as required.</li> <li>• Posted on the company’s website and office bulletin boards. Available to the public upon request.</li> <li>• Ensure planned and unplanned service disruptions, notice is provided explaining the reason for disruption, estimated duration, and alternative facilities or services available.</li> <li>• Ensure preventative maintenance occurs regularly and appropriate action is taken when emergency maintenance of accessible elements is required.</li> </ul>
<p><b>Reasonable Accommodation Requests</b></p> <ul style="list-style-type: none"> <li>• Employees are encouraged to make any need for accommodation known.</li> <li>• Employment accommodations to be provided to employees using a consultative approach that involves the company, the employee, and appropriate healthcare professionals and other third parties that are required to assist in the accommodation process.</li> <li>• Employees in need of accommodation are required to provide a medical note or completed Functional Abilities Form.</li> </ul>

<p><b>Individual Accommodation Plans</b></p> <ul style="list-style-type: none"> <li>• Employees requiring accommodation(s) may also require an individual accommodation plan.</li> <li>• A plan is required when duties are modified, or work hours are reduced as a result of an employee's disability.</li> <li>• Employees to be involved in creating a plan when possible.</li> </ul>
<p><b>Return to Work Process</b></p> <ul style="list-style-type: none"> <li>• Committed to working with medical practitioners and employees to help them return to work. Should modified duties or graduated hours be required, a work plan (specifically designed to accommodate the employee's limitation until they can return to their regular work.</li> </ul>
<p><b>Ergonomic Assessment Program</b></p> <ul style="list-style-type: none"> <li>• Provide all employees with a healthy and safe workplace.</li> <li>• The purpose of this program is to facilitate employees' safety and comfort in the prevention of workplace musculoskeletal injuries.</li> <li>• The program assists employees by identifying aspects of their workplace that require adjustment to suit their individual needs.</li> </ul>
<p><b>Feedback</b></p> <ul style="list-style-type: none"> <li>• Feedback from employees and other stakeholders is welcome through our internal confidential Employee Hotline or via designated employees (in person, telephonically, or in writing).</li> <li>• Feedback to be reviewed in a timely manner.</li> </ul>
<p><b>Accessible Formats and Communication Support</b></p> <ul style="list-style-type: none"> <li>• Committed to making information and communication accessible in a suitable format upon request.</li> <li>• Designated employees have the tools and resources to convert information and communications into suitable accessible formats.</li> </ul>
<p><b>Accessible Websites and Web Content</b></p> <ul style="list-style-type: none"> <li>• Comply with Web Content Accessibility Guidelines (WCAG) 2.0, Level AA</li> </ul>
<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Provide refresher training for designated staff annually.</li> <li>• Provide AODA awareness training on an annual basis during a Canadian Monthly Corporate Safety &amp; Operations Meeting.</li> <li>• Review accessibility commitment with hires (tracked on the Orientation Checklist)</li> <li>• Continue to build accessibility awareness through e-courses.</li> </ul>

<b>Recruitment</b> <ul style="list-style-type: none"><li>• Advise applicants that “throughout the selection process accommodation is available for applicants with disabilities”.</li><li>• Canadian job ads modified to include verbiage to support a Diverse and Inclusive Workforce.</li></ul>
<b>Workplace emergency Response information</b> <ul style="list-style-type: none"><li>• Provide emergency information to employees when accommodation may be required in an emergency.</li></ul>
<b>Mental Health</b> <ul style="list-style-type: none"><li>• Continue to provide and improve the Employee Assistance Program to support our employees.</li></ul>
<b>Performance Management</b> <ul style="list-style-type: none"><li>• The accessibility needs of employees with disabilities will be accounted for during performance management.</li></ul>
<b>Career Development and Advancement</b> <ul style="list-style-type: none"><li>• Accessibility needs of employees with disabilities will be taken into consideration during career development and advancement opportunities.</li></ul>
<b>Design of Public Spaces</b> <ul style="list-style-type: none"><li>• Ensure the design and construction of any new public spaces comply with the Ontario Building Code’s requirements for accessibility and the standards set out in the AODA.</li></ul>
<b>Compliance Reports</b> <ul style="list-style-type: none"><li>• Comply with submitting compliance reports as required.</li></ul>
<b>For More Information</b> <ul style="list-style-type: none"><li>• For general inquiries or to request an alternate format of this, please contact us via email at <a href="mailto:hrdepartment@cementation.com">hrdepartment@cementation.com</a></li></ul>

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