	Accessibility for Ontarians with Disabilities Act Policy	Policy No.: COM-1060
	Created By: Human Resources	Date: May 12, 2017
	Approved By: IFC Executive Team	Last Review Date: Mar 2026
	Revision 01	

INTRODUCTION

Accessibility refers to how products, devices, services and environments are designed for people with disabilities. In Ontario, laws have been established to improve accessibility for people with disabilities. The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) seeks to ensure that all Ontarians have fair and equitable access to employment and other services, while also improving opportunities for people with disabilities. AODA aims to identify, remove, and prevent barriers for people with disabilities.

SCOPE

This policy applies to all hourly and salaried employees of Inovata Foods in Ontario, including employees working in production, warehousing, sanitation, maintenance, and office environments, as well as all individuals who provide goods, services, or facilities on behalf of the organization.

STATEMENT OF COMMITMENT

Inovata Foods is committed to ensuring equal access and participation for people with disabilities. We are committed to treating all individuals in a way that allows them to maintain their dignity and independence.

We believe in integration and 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 by meeting our requirements under the Accessibility for Ontarians with Disabilities Act, 2005 and applicable accessibility standards.

POLICY


Inovata Foods is committed to excellence in providing a safe, accessible, and inclusive workplace within a food manufacturing environment. We recognize that accessibility considerations must align with food safety, quality standards, and workplace health and safety requirements. Accessibility will be integrated into our policies, procedures, and daily operations, including production floor activities, where reasonably possible. Inovata Foods will develop, implement, and maintain accessibility policies in accordance with the Integrated Accessibility Standards Regulation.

TRAINING

Inovata Foods will provide training to all employees as soon as practicable after hire, including through AccessForward (Government of Ontario).

Training will include:

- The purpose of the AODA and accessibility standards.
- The Ontario Human Rights Code as it relates to people with disabilities.
- How to interact and communicate with people with various types of disabilities.
- How to work safely and effectively with employees with disabilities in a production/plant environment.
- How to interact with individuals using assistive devices, service animals, or support persons.

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- What to do if a person with a disability is having difficulty accessing work areas or services.

ASSISTIVE DEVICES

Employees and visitors with disabilities may use their personal assistive devices as required. Due to food safety and workplace safety requirements, certain assistive devices may be restricted in production or sanitation areas. In such cases, Inovata Foods will:

- Assess risks in accordance with food safety (e.g., HACCP), quality, and health and safety standards
- Provide alternative accommodation where possible (e.g., modified duties, accessible workstations, administrative support areas)
- Staff will be trained, where applicable, on any assistive devices or accommodation provided within the facility.

COMMUNICATION

We will communicate and that take into account their individual needs. In our plant environment, this may include:

- Visual signage and color-coded indicators on the production floor
- Written instructions and standard operating procedures (SOPs) in accessible formats (when applicable)
- Verbal instructions supported by demonstrations
- Use of translation or communication supports where required
- We will work with the individual to determine the most effective method of communication.

SERVICE ANIMALS AND SUPPORT PERSONS

Due to food safety, service animals are not permitted in the food manufacturing plant. In such cases as this is requested, Inovata Foods will:

- Explain the restriction
- Work with the individual to provide alternative access or meet offsite
- Support persons are permitted to accompany individuals with disabilities in accessible areas of the facility. Health and safety requirements will be considered.


NOTICE OF TEMPORARY DISRUPTIONS

In the event of a disruption to accessible services or facilities (e.g., elevators, accessible washrooms, entry points), Inovata Foods will provide prompt notice.

- Reason for disruption
- Expected duration
- Alternative options, where available

FEEDBACK PROCESS

Inovata Foods welcomes feedback on accessibility in both office and plant environments. Feedback may be provided through:

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1. Human Resources
2. Supervisors or managers
3. Email or internal reporting systems

All feedback will be reviewed and addressed in a timely manner. Accessible formats will be provided upon request.

EMPLOYMENT

Inovata Foods is committed to fair and accessible employment practices across both office and plant roles. On each job posting, we request that any candidate that requires accommodation reach out to our HR Department

We will:

- Notify applicants that accommodation is available during recruitment and hiring
- Provide accommodation during interviews and assessments
- Develop individualized accommodation plans
- Provide modified duties or alternative roles where required and reasonable
- Where necessary, we will provide workplace emergency response information tailored to employees with disabilities, including those working on the production floor.


INFORMATION AND COMMUNICATIONS

We will ensure that workplace information, including health and safety procedures, food safety protocols, and operational instructions, are accessible to employees with disabilities.

Accessible formats and communication supports will be provided upon request in a timely manner and at no additional cost.

NOTICE OF AVAILABILITY OF DOCUMENTS

This policy and other accessibility-related documents are available upon request. Accessible formats will be provided in a timely manner and at no additional cost.

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COMPANY RIGHTS

Inovata Foods Corp. maintains the right to address individual situations regarding the introduction of this policy manual. It is important to note that this policy is to be considered as a guideline and:


4. Inovata Foods Corp., at its option, may change, delete, suspend or discontinue any part or parts of this policy at any time without prior notice as business, employment legislation, and economic conditions dictate.
5. Policy changes will apply to currently hired employees as well as to future employees.
6. No one other than an Officer of Inovata Foods Corp. may authorize the revision of this policy.
7. All policies must be signed by at least two Officers of the company.
8. All policies are reviewed and tracked annually.
9. Policy signatures will be updated if one of the following occurs; policy is deemed required for an updated signature at least annually, change on the officer team, a content change in the policy or 3 years from signature has passed.

OTHER APPLICABLE POLICIES:

APPROVALS – One of two Officers below are required to sign this policy.

X _____
Chad Parsons
Chief Executive Officer

X *Darren Wight* _____
Darren Wight
Chief Financial Officer

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Appendix A Tracked Changes

Reviewed Sep 2025 by Elise Lamothe, HR Department **Revision 01**
 Upon reviewing the IASR S. 3(1), it was determined this policy was out of compliance and has been re-done following the guidance of The Government of Ontario.

Reviewed Sep 2025 by Elise Lamothe, HR Department Version 01 cont.
 No changes

Reviewed July 2, 2024 by Elise Lamothe, HR Department Version 01 cont.
 No changes

Reviewed March 6, 2023, by HR Department, Brian Version 01 cont.
 No content changes.

Reviewed April 8, 2021, by HR Department, Brian Version 01 cont.
 No content changes.

Original, April 2017 Version 01






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Final Audit Report

2026-03-30

Created:	2026-03-30
By:	Elise Lamothe (elamothe@inovatafoods.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIWOUcPHFpd9mJn5BsL-hG6BTs4PZNjqh

"COM-1060 - Accessibility for Ontarians with Disabilities Act Policy" History

-  Document created by Elise Lamothe (elamothe@inovatafoods.com)
2026-03-30 - 6:30:38 PM GMT
-  Document emailed to Darren Wight (dwight@inovatafoods.com) for signature
2026-03-30 - 6:30:43 PM GMT
-  Email viewed by Darren Wight (dwight@inovatafoods.com)
2026-03-30 - 6:40:56 PM GMT
-  Document e-signed by Darren Wight (dwight@inovatafoods.com)
Signature Date: 2026-03-30 - 6:41:27 PM GMT - Time Source: server
-  Agreement completed.
2026-03-30 - 6:41:27 PM GMT