



MULTI-YEAR ACCESSIBILITY PLAN

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Multi-Year Accessibility Plan

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Statement of Organizational Commitment

Sinclair Packaging is committed to ensuring equal access and participation for people with disabilities. We are dedicated to treating all individuals in a way that allows them to maintain their dignity and independence. We are committed to meeting the needs of people with disabilities in a timely manner by preventing and removing barriers to accessibility and meeting our requirements under the Accessibility for Ontarians with Disabilities Act (AODA).

Purpose of the Plan

This Multi-Year Accessibility Plan outlines the strategy and actions Sinclair Packaging will take to identify, prevent, and remove barriers to accessibility. This document serves as our roadmap for the five-year period from 2026 to 2031.

Strategies and Actions

We will continue to maintain and implement the following accessibility initiatives:

Category	Ongoing Actions
Customer Service	Maintain customer service policies regarding accessibility and act on customer feedback.
Training	Provide and track AODA training (including the Human Rights Code) for all employees, ensuring it is relevant to their job duties.
Information & Communications	Ensure feedback processes are accessible and provide information in accessible formats/communication supports upon request, in a timely manner, and at no extra cost.
Employment	Notify staff and applicants of available accommodations. Maintain processes for individual accommodation plans and workplace emergency response information.
Procurement	Incorporate accessibility criteria into the procurement of new goods, services, or facilities where practical.

Feedback Process

Sinclair Packaging welcomes feedback on how we provide accessible services.

- **How to provide feedback:** You can contact us via phone (226-338-3406), email (letstalk@sinclairpackaging.com), or in person at 70 Thompson Drive, Cambridge, ON.
- **Response:** All feedback will be addressed promptly, and we will provide accessible formats and communication supports upon request.

Review and Maintenance

- **Timeline:** This plan will be reviewed and updated at least once every five years.
- **Availability:** This plan is posted on our website and is available in accessible formats upon request at no additional cost.