



Acorn Packaging Inc.
Accessibility Plan, 2025-2030

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Message from Acorn Packaging

For over 45 years, Acorn Packaging has been providing the North American market with a broad range of high-quality printed packaging. Our packaging solutions are found on the shelves of all major north American food retailers. Every day, over 1 million people have a positive experience with a package produced in our facility.

We strive to be a highly responsive, easy to work with partner focused on earning and maintaining our customers' trust and confidence. Part of this commitment includes continuously improving accessibility and inclusion throughout our organization by identifying, removing, and preventing barriers for people with disabilities.

Providing an accessible and inclusive environment for our customers and employees is a priority at Acorn Packaging. We have prepared this 2025-2030 Accessibility Plan to help serve as a roadmap for employees to work towards ensuring a welcoming and inclusive organization.

This Plan has been reviewed and approved by members of the Acorn Packaging leadership team. We commit to reviewing the Plan annually and to using it as a resource to help us comply with Ontario's accessibility laws and to meet our own ongoing accessibility commitments and goals.

Peter Connelly
President and COO
Acorn Packaging Inc.

Statement of Commitment to Accessibility

Acorn Packaging Inc. is committed to excellence and to creating an inclusive and welcoming environment for all. We seek to apply the principles of dignity, independence, integration, and equality of opportunity in all that we do. These principles apply to our customers, employees, job applicants, and visitors who use our goods, services, information, or facilities. We are also committed to preventing and removing accessibility barriers and to meeting the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and all applicable accessibility and human rights legislation.

Accessibility Policies and Procedures at Acorn Packaging

For more information on Acorn Packaging accessibility services and options or to access online versions of the Accessibility Policy and Multi-year Accessibility Plan, visit our website's [Accessibility page](#).

AODA Compliance Achievements

Acorn Packaging is committed to meeting all *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) compliance requirements and deadlines of a large (50+ employees) business or non-profit organization. This includes filing AODA accessibility compliance reports by the AODA deadlines applicable to the Company.

To review the *Accessibility for Ontarians with Disabilities Act, 2005*, go to Government of Ontario online laws at <https://www.ontario.ca/laws/statute/05a11>.

Category	AODA Requirement	Compliance Status as of May 2025
Employee Training	Provide accessible AODA and role-specific accessibility training, including training on Acorn Packaging accessibility policies and procedures Maintain a written record of training provided	Compliant
Customer Service Feedback	Provide accessible options for people to provide feedback and an accompanying accessibility feedback process	Compliant
Emergency Information	Provide accessible emergency and public safety information Provide accessible emergency information to employees	Compliant

Category	AODA Requirement	Compliance Status as of May 2025
Transportation	Provide accessible transportation services	Not Applicable – Acorn Packaging does not provide or manage transportation services
Accessibility Policies	Create an accessibility policy Make the accessibility policy public	Compliant
Accessibility Plan	Create a multi-year accessibility plan to help achieve accessibility goals Make the multi-year accessibility plan public	Compliant
Self-service Kiosks	Include accessibility features when purchasing or designing self-service kiosks – including any interactive electronic terminals that people use to access information	Not Applicable – Acorn Packaging does not provide or manage any self-service kiosks
Accessible Websites	Ensure public websites that Acorn Packaging controls or manages meet or exceed WCAG 2.0 AA guidelines	Ongoing, with current updates and regular compliance checks
Employment Practices	Make employment practices accessible, including how the organization hires, retains, and provides career development opportunities	Compliant
Individual Accommodation and Return-to-work Plans	Document processes for developing individual accommodation plans and return-to-work plans	Compliant
Public Information	Make public information accessible when requested	Compliant

Category	AODA Requirement	Compliance Status as of May 2025
Development of Public Spaces	Make new or redeveloped public spaces accessible	Compliant
Accessibility Reports	File accessibility reports based on stated deadlines in the AODA	Compliant

To assist in ensuring Acorn Packaging meets its ongoing AODA compliance requirements, the Company also consulted with an external organization, AIM for Inclusion, in early 2025. The project goal was to review the Company’s AODA compliance status and to update or create accessibility policies, procedures, and plans. Customized AODA and accessibility training content was also developed to incorporate updated policies and procedures, with on-site training delivered to Acorn Packaging employees in early 2025.

Measures to Identify, Remove, and Prevent Barriers

Those responsible for accessibility actions and initiatives within Acorn Packaging use various measures to identify, remove, and prevent accessibility barriers.

Identifying Barriers

To meet or exceed AODA compliance requirements, Acorn Packaging is committed to responding to employee, customer, and community feedback in identifying priorities to increase accessibility and inclusion.

Removing and Preventing Barriers

Acorn Packaging management and staff have identified the following goals and actions to remove and prevent accessibility barriers at the Company over the coming years. Key Acorn Packaging contacts, identified as Action Owners in the tables below, are responsible for ensuring that AODA compliance requirements and Company-identified accessibility goals and initiatives are carried out as per legislative and Company-identified deadlines.

Policies, Procedures, and Plans

Acorn Packaging management and staff, including Health and Safety Committee members, are committed to maintaining and reviewing the Acorn Packaging accessibility policy and multi-year accessibility plan annually. Reviewing the documents annually will help ensure that the Company continues to work towards greater accessibility and inclusion and accomplishes its accessibility goals as planned. It also enables the Company to produce accurate and informative accessibility status reports and AODA compliance reports when required.

In addition, any Acorn Packaging policies that present barriers to accessibility, diversity, and inclusion will be revised to remove identified barriers.

Accessibility Goal	Action Owner	Target Completion Date
Ensure that the updated Statement of Commitment to Accessibility is shared within the Company and posted on the Acorn Packaging website	Senior Management	May 2025
Ensure that current facility emergency evacuation plans are in place and available in an accessible format for employees and members of the public	Senior Management	May 2025
Ensure that all current and new employees are aware of additional supports available during emergency and evacuation situations	Senior Management	May 2025 (for current employees) and Ongoing (for new employees)
Review existing Company policies and procedures with an accessibility and inclusion lens and edit policies and procedures as needed	Senior Management	Ongoing, with annual or scheduled reviews
Review how to incorporate accessibility guidelines in Acorn Packaging purchasing and procurement practices	Senior Management	October 2026
Develop an accessible employment policy and raise awareness among current and new employees about accessible services and supports at Acorn Packaging	Senior Management	April 2025
Review the multi-year accessibility plan and status of accessibility goals annually	Senior Management	Annually
Update multi-year accessibility plan minimum of every five years	Senior Management	December 31, 2029
File AODA compliance reports based on stated deadlines in the AODA	Senior Management	Compliant (including 2023 submission update in May

Accessibility Goal	Action Owner	Target Completion Date
		2025, with ongoing reporting deadlines to be met as required)

Training

Acorn Packaging is committed to ensuring that its employees receive training on applicable accessibility and human rights laws (for example, in Ontario, training will be provided on the AODA and content in the *Ontario Human Rights Code* as it pertains to people with disabilities).

Training will be provided on Acorn Packaging accessibility policies and procedures, as soon as possible following hiring. Refresher training is provided when changes are made to applicable accessibility legislation or to Company accessibility policies and procedures.

Acorn Packaging also ensures that those providing products or services on behalf of the Company, including sub-contractors, and those participating in development or approval of Acorn Packaging policies, confirm that they have received accessibility training similar to Company employees.

Accessibility Goal	Action Owner	Target Completion Date
Review and update current AODA and accessibility training and ensure customized content is accurate, appropriate, inclusive, accessible, effective, and role-specific; ensure supporting resources are made available and reviewed with employees	Senior Management	May 2025, and ongoing as needed
Provide updated refresher information on emergency and safety procedures for employees, and additional training as needed	Senior Management	June 2025
Provide resources on how to create accessible information and communication to all Acorn Packaging content creators	Marketing and Communications	May 2025

Customer Service

Acorn Packaging is committed to providing its goods and services in a way that respects the dignity and independence of persons with disabilities. The Company is also committed to ensuring that it provides persons with disabilities with integrated and equitable access to its goods and services.

Accessibility Goal	Action Owner	Target Completion Date
Review and update Acorn Packaging’s customer feedback process and raise awareness among employees and public to gather, address, and track feedback on accessibility barriers	Senior Management	May 2025

Information and Communication

Acorn Packaging is committed to making information and communications accessible to persons with disabilities. This includes a commitment to ensuring both print and online information is accessible to employees and the public, including emergency and safety information and website content. The Company is also committed to making every effort to provide information in alternate formats requested by people with disabilities.

Accessibility Goal	Action Owner	Target Completion Date
Provide resources to ensure that all Acorn Packaging content creators are aware of how to create information in accessible formats (e.g., accessible Word, PowerPoint, and PDF documents), and with accessible content and inclusive language and terminology	Marketing and Communications	October 2025
Make all public Acorn Packaging web content and social media that the Company manages or controls compliant with WCAG 2.0 level AA guidelines (excluding live captioning and audio description)	Information Technology	May 2025, with ongoing accessibility checks
Develop and deliver inclusive language and accessible communication training, for management and all employees	Senior Management	October 2026
Develop and deliver resources and provide ongoing coaching opportunities to increase awareness of	Senior Management	June 2026

Accessibility Goal	Action Owner	Target Completion Date
ableism and ageism; share related resources to support effective intergenerational teams		

Employment

Acorn Packaging is committed to providing fair and accessible employment opportunities at all stages of the employment cycle. This includes ensuring accessible recruitment and selection processes, creating individualized workplace emergency response plans, and providing formal written accommodation and return to work plans.

All processes involve consultation with the employee or potential employee, when requested. The Company is also committed to informing all employees of policies and procedures that support employees with disabilities.

Accessibility Goal	Action Owner	Target Completion Date
Ensure that employee accessibility and accommodation requests are addressed and reviewed on a regular basis, upon request by employees, and during annual performance reviews	Senior Management	Ongoing, with annual reviews
Continue to ensure that employees receive AODA and accessibility training in a timely manner, including information covering general AODA knowledge, relevant <i>Ontario Human Rights Code</i> and accessibility legislation, as well as Acorn Packaging accessibility and related policies required for staff to perform their roles effectively	Senior Management	Ongoing, with annual reviews

Built Environment or Design of Public Spaces

Acorn Packaging is committed to ensuring, wherever possible, that new and redeveloped built environments and public spaces constructed by Acorn Packaging in Ontario are designed in a way that takes into consideration the prevention or removal of barriers.

Communication of the Plan

The 2025-2030 Accessibility Plan will be shared with Acorn Packaging staff and the broader community. The Accessibility Plan will be available on the Company [Accessibility page](#) and upon request. Every effort will be made to provide the document in alternate formats upon request.

Contact Us

If you have any questions or feedback, accommodation requests, or would like to request a copy of our accessibility policies in an alternate format, contact us at:

Customer Service

By Phone: (905) 279-5256, extension 231

By Email: accessibility@acornpkg.com