



Sea1 Offshore Canada

# Accessibility Plan

Progress Report – June 2026

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## **General**

Sea1 Offshore operates and manages a safe, environmentally friendly, and technically advanced fleet of offshore support vessels worldwide. Our Canadian operation, Sea1 Offshore Canada Limited Partnership (“Sea1 Canada”), primarily focuses its operations on the east coast of Canada utilizing highly experienced sailors, a maritime work ethic, and a philosophy of providing a superior service to its customers.

Sea1 Canada strives to build a culture of diversity, inclusivity, and accessibility by identifying, removing, and preventing barriers in several key areas. Not only is this part of our company culture but opening access to all is imperative to our continued growth and competitiveness as an employer of choice in the marine sector. We are committed to contributing to a barrier-free Canada by building an accessibility plan that will support our employees and the clients that we serve.

Sea1 Canada published our initial Accessibility Plan, as required, under the *Accessible Canada Act* in June 2024.

The following progress report provides an update on the steps that Sea1 Canada has taken in the last year to meet these commitments.

The key areas that our Accessibility plan focuses on are:

- Employment
- Built Environment
- Information and communication technology
- Communication, other than information and communication technology
- Procuring goods, services, and facilities
- Designing and delivering programs and services
- Transportation

## **Feedback**

Sea1 Canada welcomes feedback on our Accessibility Plan from the public, employees, and our stakeholders. This feedback is valuable to us as it helps us break down accessibility barriers and build on our commitment to accessibility and inclusion.

If you have any accessibility related inquiries or feedback, please use one of the contact methods below. We will respond to all feedback in a timely manner and in the same way the feedback was

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received. If you require support while providing feedback let us know and we will do our best to accommodate your needs.

Although no formal feedback was received during this reporting period, the organization remains committed to identifying and removing accessibility barriers and improving accessibility across the workplace. Employees and stakeholders are encouraged to continue providing feedback to support ongoing accessibility improvements and compliance with the Accessible Canada Act.

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This plan is available in alternate, accessible formats upon request.

## **Priority Areas to be Addressed**

### **1.) Employment**

The Employment area under *Accessible Canada Act* ensures that candidates and employees with disabilities and those who experience barriers are supported throughout the entire employment lifecycle. This includes, but is not limited to, recruitment, onboarding, training, promotion, and retention.

#### **Barrier 1**

While our job advertisements do encourage candidates with disabilities to apply and to self-identify, our ads have never stated that accommodation can be made throughout the selection and employment lifecycle therefore potentially discouraging and limiting the number of applicants with disabilities we receive.

#### **Actions**

- All future job postings will encourage those with disabilities to apply and will confirm that accommodations are available upon request throughout all stages of selection and employment with Sea1 Offshore Canada. We will begin doing this at our first opportunity when posting for a job vacancy.

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- **Update:** All job postings since Q2 of 2024 now clearly encourage candidates with a disability to apply and confirm that accommodation is available through all stages of employment, upon request.
- We will develop and implement a formal Accommodation policy and procedure for employees to confidentially request accommodation. We will aim to have the policy rolled out by the end of Q2, 2025.
  - **Update:** Our formal Accommodation Policy and Procedure has now been implemented and is in effect. The policy establishes a clear, confidential process for employees and job applicants to request workplace accommodations and outlines the roles and responsibilities of management, supervisors, and employees/applicants in the process. The policy applies to all employees and to candidates participating in the recruitment and selection process. Copies of the policy are available upon request through the HR Generalist, and awareness of the process has been incorporated into onboarding and employee communications.

#### Barrier 2

Those responsible for implementing Accessibility and removing barriers at Sea1 Canada require a deeper knowledge and understanding of accessibility and inclusion elements such as the types of disabilities a person may have, the barriers they face, and the types of accommodations that are available.

#### Actions

- We will source an appropriate training course for those employees responsible for implementing Accessibility policies and working with employees needing to be accommodated. We will determine who the appropriate employees to be trained will be and will source an appropriate training course by the end of Q4 2024 with a goal of completion by end of Q2 2025.
  - **Update:** An Accessibility training course provided by the Rick Hansen Foundation and in partnership with Nova Scotia Community College was completed in Q1 2025, for those responsible for the development and implementation of our Accessibility Plan commitments.

#### Barrier 3

Seafaring employees working onboard Offshore Supply Vessels must undergo and successfully obtain an unrestricted Transport Canada Marine Medical to work on a vessel. Due to the safety sensitive nature of the work being performed, this is considered a bona fide occupational requirement.

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Actions

- Gain a better understanding, through appropriate training, of the types of disabilities that a seafaring employee may have that does not preclude them from obtaining an unrestricted Marine Medical and what accommodation they may benefit from when onboard. We aim to have the training completed by the end of Q2, 2025.
  - **Update:** A training course has been completed, in Q1 2025, for those responsible for the development and implementation of our Accessibility Plan commitments.

**2.) The Built Environment**

The goal of the Built Environment area under *Accessible Canada Act* is to ensure that workspaces and the work environment are accessible for all.

As an Offshore Supply company, we operate in two very distinct environments: offshore on supply vessels and onshore in an office environment. Our offshore vessels operate in a highly regulated industry with a large focus on safety. Our vessels must adhere to Transport Canada standards and regulations and are inspected/audited annually by class society DNV to ensure compliance. Therefore, modifications to the built environment offshore are not typically possible and our focus in this key area will be on our office environments.

Barrier 1

The signage in both of our offices, particularly for our Emergency Exit protocol, are placed too high on the wall and are in small print, making it difficult for someone in a wheelchair or with vision impairments to view in the event of an emergency.

Actions:

- New large-print posters will be made and placed at more appropriate heights near the exits of each office. All future signage will be developed with accessibility standards being considered. We will ensure new signage is posted by the end of Q3 2024.
  - **Update:** The new large-print evacuation and muster station signage has been installed in both office locations at accessible heights, ensuring clear visibility for individuals in wheelchairs or with visual impairments.

Barrier 2

Both of our offices are located on the upper floors of their respective buildings. In the event of a fire or other emergency, no evacuation plan currently exists for potential employees or visitors to our offices with mobility or vision issues.

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#### Actions:

- In cooperation with property management for each office space, we will develop draft evacuation plans for those with mobility or vision issues, in the event of an emergency, recognizing that they may need to be adapted on a case-by-case basis. Evacuation plans will begin to be developed immediately with a planned completion date by the end of Q1, 2025.
  - **Update:** We have coordinated with property management teams at both office locations to confirm appropriate evacuation procedures for employees or visitors who may require assistance. Designated fire wardens have been trained in these procedures and have received copies of the Emergency Response Plan for their respective offices.

#### Barrier 3

Some spaces within our office locations may present accessibility barriers for those with mobility or vision impairments.

#### Actions:

- We will develop a list of potential accessibility barriers found within each of our offices and the buildings in which they are located.
  - **Update:** Following internal consultations and feedback gathered through our employee survey, we initially began compiling a list of potential accessibility barriers across our office locations. Over the past year, this approach has evolved into the adoption of a standardized Office Accessibility Audit checklist. This tool provides a more structured and consistent method for identifying barriers and will be used on an ongoing basis to ensure new or previously unrecognized barriers are captured and addressed.
- Using this list, we will begin to evaluate the priority of each item and will determine an appropriate solution to ensure accessibility for all. This will be an ongoing process.
  - **Update:** An internal Office Accessibility Audit checklist has been implemented to systematically identify, assess, and prioritize accessibility barriers within our office locations. Audits have been initiated for each site and are currently in progress. As findings are gathered, we are beginning to evaluate the relative priority of identified items and consider appropriate solutions. This checklist will continue to guide our decision-making and support ongoing accessibility improvements.

### **3.) Information and Communication Technologies (ICT)**

The goal of the Information and Communication Technologies (ICT) area under the Accessible Canada Act is to ensure accessible digital content and technologies.

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ICT includes hardware, software, applications, and websites for both external and internal facing systems for clients and employees.

#### Barrier 1

Sea1 Canada is a branch office of our parent company, Sea1 Offshore, based out of Kristiansand, Norway. We don't have a website specific to our operations in Canada. The global Sea1 Offshore website is managed and operated by the IT team in Norway and follows E.U. web accessibility standards (EN 301 549).

#### Actions:

- We will develop a better understanding of the differences in web accessibility standards between WCAG and EN 301 549.
  - **Update:** The European standard of EN 301 549 encompasses WCAG 2.1 accessibility standards and addresses accessibility for a broader range of information and communication technology (ICT) products and services.
  - Using <https://wave.webaim.org>, we have completed an evaluation of our website and have identified areas needing improvement, primarily related to low text-to-background contrast, which does not fully meet WCAG 2.1 standards. These findings have been raised with our Global IT department for review and guidance on remediation, ensuring alignment with our Accessibility Plan requirements.

#### Barrier 2

While many of our intra-company communication systems have accessibility features available (i.e. SharePoint, Microsoft Teams, Outlook), those responsible for working with employees and implementing accommodations currently have limited knowledge and understanding of what these features are and how they may aid in the accommodation of someone with a disability.

#### Actions:

- We will strengthen internal knowledge of accessibility features within existing communication and collaboration platforms to better support accommodation requests and proactive barrier removal.
- The HR representative responsible for supporting the Accessibility Plan is actively building knowledge of accessibility features within current ICT systems to improve readiness to support employees as needed.
- A practical accessibility reference guide is being developed outlining key accessibility features and tools available within commonly used systems (e.g. Microsoft 365 applications) to support both employees and supervisors in identifying and reducing barriers.
  - **Update:** Work is underway to develop an internal accessibility reference guide (“cheat sheet”) for Microsoft Office applications. The guide is in the final stages of

preparation and will be rolled out to employees once finalized. Planning is also underway to expand similar guidance to other systems used within the organization. The HR representative supporting accessibility implementation is actively increasing familiarity with available accessibility features to better support accommodation processes and employee needs.

### Barrier 3

Technology has quickly become a part of our everyday lives and is continuously evolving and becoming more complex. For individuals with cognitive, intellectual, or learning disabilities they may struggle to learn new systems and keep up with the changes.

#### Actions:

- To be included in the Accommodation policy, we will provide a formal and confidential process for any employee to request additional training on the systems that they require to perform their jobs.
  - **Update:** A formal Accommodation Policy and Procedure has been implemented and includes a confidential process for employees to request additional or one-on-one training to support their job performance. This ensures that employees receive the resources and support they need.

### **4.) Communication, other than ICT**

The Communication area of the *Accessible Canada Act* requires that organizations provide barrier free access for the public, clients, and employees to all the communications that the company produces for this audience.

### Barrier 1

Company communications whether for the public or for employees have not previously been offered in alternate accessible formats, such as audio, large print, or braille.

#### Actions:

- We will source a local service provider who can create documents and materials in alternate formats, as required.
  - **Update:** CNIB – Beyond Print services will be utilized for any documents that need to be transcribed to braille. All other alternate formats will be completed in-house.
- All company communications will be made available, upon request to the HR Generalist, in alternate formats by the deadlines set out in the ACA as follows:
  - For print, large print, and electronic formats – within 20 days after the request is received.

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- For braille and audio formats – within 45 days after the request is received.

## Barrier 2

Historically, accessibility considerations were not incorporated into the development of policies and procedures contained within the Sea1 Offshore’s Safety Management System (SMS). The SMS is centrally managed by head office in Norway and includes an extensive set of internal policies and procedures used by both seafaring crew and shore-based employees. As a result, some content may not fully consider accessibility needs.

### Actions:

- In alignment with the Accessible Canada Act, all Canadian-controlled policies and procedures will be reviewed and updated as required to ensure the use of simple, clear, and concise (plain language) communication principles. This includes, but is not limited to, the Accessibility Plan, Canadian Employee Manual, Drug & Alcohol Policy/Procedure, Workplace Harassment and Violence Prevention (WPHVP) documentation, and Privacy Policy.
- These Canadian-specific documents are fully controlled locally and will be reviewed on a defined cycle, with completion targeted by the end of Q4 2026.
- Policies and procedures contained within the Safety Management System (SMS), which is centrally managed by head office in Norway, will be reviewed within the Canadian region’s scope of influence. Where accessibility or plain language improvements are identified, feedback and recommendations will be submitted to Head Office for consideration in future updates.
  - **Update:** Several Canadian-controlled policies have already been reviewed and updated using plain language principles. Remaining Canadian-specific documents are scheduled for review and update, as required, by the end of 2026.

## **5.) The Procurement of Goods, Services and Facilities**

The goal of the Procurement area of the *Accessible Canada Act* is to ensure that accessibility is a consideration at the beginning and throughout the buying process.

### Barrier 1

Procurement forms and procedures (e.g. New Supplier Form) are not currently being offered to vendors or potential vendors in accessible and alternate formats.

### Actions:

- Starting in Q3 2024, we will develop a standard message that will be sent when procuring any goods or services stating our commitment to accessibility and the ACA and advising that forms can be made available in alternate formats upon request.

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- **Update:** All procurement activities are now conducted through our head office in Norway using ShipServ, an online procurement platform. As a result, we are not able to directly modify the system to include a standard accessibility or Accessible Canada Act (ACA) statement within procurement communications. However, we have confirmed that the ShipServ platform is compatible with commonly used accessibility tools (e.g., screen reader technologies). Where required, we remain available to provide procurement-related documents in alternate formats upon request and will communicate this directly to vendors as needed.

#### Barrier 2

The accessibility of a good/service has not previously been a factor being considered when procuring new goods and services.

#### Actions:

- Accessibility will be incorporated into local procurement processes for office-based goods and services (e.g., office equipment, software, supplies, and contracted services) to ensure, where practicable, that purchased items support accessible and inclusive use.
- Procurement activities related to onboard operations are managed centrally by head office in Norway. Accessibility considerations will be communicated to Head Office for awareness and integration into global procurement standards and decision-making processes.
- Where local procurement authority exists, staff involved in purchasing will be provided with accessibility awareness guidance to support informed procurement decisions.
  - **Update:** Following an internal reorganization, onboard procurement is now centrally managed by our head office in Norway. Locally, procurement activity is mostly limited to office-based requirements. Work is underway to integrate accessibility considerations into local purchasing practices and to engage with Head Office to promote accessibility awareness within the global procurement function.

### **6.) The Design and Delivery of Programs and Services**

The Design and Delivery of Programs and Services priority area aims to ensure that when designing and delivering the Company's internal and external programs and services, accessibility considerations be part of the process from the start.

#### Barrier 1

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When planning and developing an event for employees, accessibility has not previously been a factor when selecting venue or types of AV equipment needed. Presentation materials are typically shown using Power Point and not offered in alternate formats.

## Actions:

- Sea1 Offshore Canada will ensure that future employee events are planned with accessibility as a key consideration, including the selection of accessible venues and appropriate AV equipment.
- Presentation materials will be made available in alternate formats upon request, in alignment with the requirements and intent of the Accessible Canada Act.
- Accessibility considerations will be incorporated into event planning processes moving forward.
  - **Update:** While no events have been planned since the writing of our initial plan, we have reviewed local venues that provide accessible meeting spaces for future events and are committed to utilizing these venues when the opportunity arises.

## Barrier 2

When in-house training programs are developed, accessibility has never been a factor in determining the medium being used.

## Actions:

- All future in-house training programs will be developed with accessibility as a core design consideration, including the use of simple, clear, and concise language.
- An accessibility checklist has been developed and will be applied during the planning and development of all future training programs.
- Training materials will be made available in alternate formats upon request.
- Where appropriate, assessments (e.g., quizzes) will be made available in alternative formats, including oral delivery.
  - **Update:** While no new in-house training programs have been developed since the implementation of the Accessibility Plan, an accessibility checklist has been created and integrated into the training development process to ensure future programs are designed inclusively from the outset.

## **7.) Transportation**

This area of focus in the *Accessible Canada Act* covers the transport of people and goods. Vehicles that are used by organizations and regulated by the federal government must take into consideration barriers to operation and provide accommodation to the employee operating the vehicles as needed.

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While Sea1 Offshore Canada does not operate vehicles or vessels that form part of the federally regulated transportation network, transportation accessibility remains relevant through employee travel, including business travel and commuting.

#### Actions:

- We will review internal travel-related policies and practices to ensure accessibility considerations are included where employees are required to travel for work.
- Where travel is required, we will confirm that travel service providers (e.g., airlines, booking platforms, etc.) offer accessible options and that these can be requested when needed.
- Employees will be supported in accessing appropriate accommodations related to travel arrangements on a case-by-case basis.
- Both office locations are situated on accessible public transit routes, supporting accessible commuting options for employees.
  - **Update:** Sea1 Canada has developed a stronger understanding of its obligations under the Transportation priority area of the Accessible Canada Act. As a result, internal travel-related policies and practices are being reviewed to ensure accessibility considerations are appropriately incorporated. Where applicable, accessibility options with travel providers will be confirmed and utilized when arranging business travel.

## **Consultations**

Sea1 Offshore Canada's initial Accessibility Plan and subsequent progress reports were developed following consultation with employees, including those with disabilities.

In Q1 2024, a confidential Accessibility Survey was distributed to all employees, as well as contractors and visitors onboard company vessels and in office locations. The survey was voluntary and could be completed online, with alternative formats available upon request, including large print, telephone completion, or in-person support.

The survey provided insight into employees' experiences, perceptions, and understanding of barriers and accommodation practices within the organization. The results informed the development of the initial Accessibility Plan and subsequent updates.

Since then, the organization has continued to gather accessibility-related feedback through ongoing informal input and internal communication channels.

Recognizing workforce changes since the initial survey, a refreshed accessibility survey is planned for Q1 2027 to ensure feedback reflects current employee experience.

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## **Conclusion**

Since the publication of our initial Accessibility Plan in June 2024, Sea1 Canada has made meaningful progress in identifying and addressing barriers across several priority areas. Key achievements include the implementation of a formal Accommodation Policy, updates to recruitment practices, improvements to workplace signage and emergency procedures, and increased awareness and training related to accessibility.

Throughout this process, we have also gained a deeper understanding of accessibility requirements under the Accessible Canada Act and the practical considerations involved in applying them within our unique operational environment, both onshore and offshore. This has included recognizing areas where progress may be slower due to operational or system limitations, particularly where processes are managed globally.

While we are encouraged by the progress made to date, we acknowledge that there is still work to be done. Accessibility is an ongoing journey, and we remain committed to continuing our efforts to identify, remove, and prevent barriers. We will build on what we have learned, continue to research and improve across all priority areas, and adapt our approach as needed to ensure meaningful and sustained progress toward a more accessible and inclusive workplace.