

Accessibility Plan

CARON TRANSPORTATION SYSTEMS

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APPROVED BY

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DATE SIGNED

EXECUTIVE SUMMARY

Caron Transportation Systems is committed to building a culture of inclusivity and accessibility. 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 in the trucking sector. We will contribute to a barrier-free Canada for everyone by building an accessibility framework that will support employees and the customers we serve to have the best experience possible with our services, products and facilities.

We know creating a barrier-free environment takes time and we are dedicated to the ongoing identification, removal and prevention of barriers. Caron Transportation Systems will build on our current efforts through the development of our initial Accessibility Plan as required under the *Accessible Canada Act*. This Accessibility Plan will guide our organization in meeting our accessibility commitments and in building an accessibility-confident culture.

To address gaps in these areas, it is important to recognize and understand the needs of those with disabilities. For this reason, this plan was developed in consultation with employees who identify as having a disability and 1-1 interviews. In addition, external organizations that serve people with disabilities were consulted in the development of this plan.

A summary of initial opportunities include:

- Improving the attraction of persons with disabilities to jobs in our company and the trucking sector.
- Expanding the range and options for accommodation within the transportation industry such as professional drivers, dispatchers, administrators, and the trades.
- Being better prepared to provide information in accessible formats when requested.
- Improving the knowledge of our IT team and leveraging the capabilities of accessibility features in current and future IT equipment, programs and systems.
- Initiating processes where there is a more thorough review and a “through an accessibility lens” approach to the assessment of facilities, procurement procedures, company programs, new initiatives and on-going services.

YOUR INPUT AND FEEDBACK

Caron Transportation Systems 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 an inquiry or feedback, please use one of the contact methods below. We will respond to all feedback in a timely manner. If you require support while providing feedback let us know and we will do our best to accommodate your needs.

CONTACT: HRC (Human Resources Confidential)

MAILING ADDRESS: 301 Streambank Avenue Sherwood Park, AB T8H 1N1

EMAIL: HRC@carontransport.ca

PHONE: (780) 449-6688

WEBSITE: www.carontransport.ca

Employees can provide feedback anonymously if desired. Feedback remains confidential unless the person consents to the disclosure of their personal information. Feedback is received in whatever format the individual providing the feedback is most comfortable with.

The feedback process is published in conformance with all applicable legislation. Any changes to the accessibility plan or the feedback process are published as soon as possible and notice of any changes are reported to the accessibility commissioner.

The personal information of anyone who provides feedback remains confidential in accordance with all applicable privacy laws.

STATEMENT OF COMMITMENT

At Caron Transportation Systems we are committed to making our organization and the services we provide accessible to all, including persons with disabilities. All Canadians have the right to benefit from our services equally and those who work with us have the right to perform their jobs free of barriers.

REPORTING OUR PLAN

As required by the *Accessible Canada Act*, we will publish a status report every year that measures our progress against our commitments. We will also review and update our Accessibility Plan every three years. Progress Reports and updates to our Accessibility Plan will be shaped through consultation with persons with disabilities.

EMPLOYMENT

The "employment" area ensures that candidates and employees with disabilities and those who experience barriers are supported throughout the entire employment lifecycle.

Job Design

Caron Transportation Systems proactively conducts thorough job analyses to ensure new and existing job requirements are bona fide occupational requirements: that is, reasonable and made in good faith. To determine whether a requirement is bona fide, the company ensures the following:

1. The requirement achieves a goal that is rationally connected to performing the job;
2. The requirement is adopted in good faith and fulfils a legitimate work-related purpose; and
3. The requirement is reasonably necessary to accomplish a work-related process or task.

Where a requirement is not bona fide, the company evaluates and determines whether reasonable accommodations can be provided to individuals to achieve equal opportunity in the workplace. The company always works to ensure job design is non-discriminatory, including assessing jobs and working requirements for potential constructive discrimination.

Inability to Accommodate

Caron Transportation Systems provides workplace accommodation up to the point of undue hardship. Undue hardship may occur where it is established that no forms of reasonable accommodation exist, or where the creation of accommodation would create a health and safety hazard or cause unreasonable costs to the organization.

Where a necessary accommodation is found to cause undue hardship on the organization, the company will work to find a fair and equitable compromise that meets the needs of the employee and the organization to the greatest extent possible.

Barrier #1

Our company continues to face competition for employees and currently is not attracting enough applicants from under-represented populations such as persons with disabilities.

Actions:

- Enhance the careers section of our website to increase visibility to Canadians with disabilities of the various jobs available in the trucking sector, highlighting our commitment to their inclusion in our workforce.
- Educate hiring managers on accessibility and how they can ensure a barrier-free hiring, selection and accommodation process.
- Benchmark current recruitment, selection and onboarding practices against leading accessibility practices in other trucking companies and different industries.

Barrier #2

There is a need to expand our understanding of the range and variety of accommodation options available to persons with disabilities interested in working in our transportation industry as professional drivers, dispatchers, the trades, administration and others.

Actions:

- Develop a framework that helps managers understand their responsibilities in the accommodation process and guides them in supporting their employees and implementing suitable workplace adjustments.
- Develop a work team consisting of managers, drivers, persons with disabilities and a disability accommodation consultant to assess and identify options for a wider range and variety of potential accommodations.
- Where reasonable, management and finance will determine and implement an accommodation budget to allow for assistive equipment such as lifts, steps, enhanced audio, illumination improvements etc.

BUILT ENVIRONMENT

The "built environment" area ensures that workspaces and the work environment are accessible for all.

Barrier #3

Some spaces within the office and truck yard may limit the mobility of employees and visitors with disabilities.

Actions:

- Automate door openers in the Company's primary pathways.
- Establish a standing advisory committee of internal stakeholders to provide feedback on additional proposed design changes to the built environment and assign priority for completion.

Barrier #4

Safety signage in our buildings and truck yard is not accessible for people with low vision.

Actions:

- Improve illumination of current yard signs regarding safety and direction indicators.

INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT)

“Information and communication technologies” are various technological tools used to send, store, create, share or exchange information.

Barrier #5

The current IT team has not been given the mandate to become familiar with accessibility technology and therefore has not determined how to assist persons with disabilities in the workplace.

Actions:

- Train IT employees to increase their accessibility knowledge and learn how to adapt services and improve interactions with persons with disabilities.
- Deliver and promote end-user training on using accessibility features on all available programs.
- Develop and promote guidance and training documents for persons with disabilities (e.g., making items larger on a screen, activating reader on MS Word, activating closed captioning on MS Teams, etc.).
- Develop accessibility guidance checklists and documents for employees that are building or procuring information technology.

Barrier #6

Many of the tools and software used in the company have accessibility capabilities that are not being used in an accessible way.

Actions:

- Take an inventory of IT systems used by the company to measure accessibility capabilities.
- Progressively introduce new accessibility functionality to IT systems.

Barrier #7

The inaccessibility of technologies in commonly used meeting and collaboration spaces can limit the ability of facilitators and attendees to participate meaningfully.

Actions:

- Review the technology used in common conference, learning and meeting spaces to ensure that it meets a high level of accessibility and respects all legal and policy requirements.

COMMUNICATION OTHER THAN ICT

This area requires that organizations provide barrier free access for the public, customers and employees to all communications that the Company produces for this audience.

Barrier #8

The Company does not have a consistent process to ensure alternate formats of communication that it issues to employees and other stakeholders are available and provided in a timely manner.

Actions:

- Identify service providers and develop contracts or agreements to create alternate formats, where appropriate and when needed.
- Prepare standard resources and commonly issued company communication in alternative formats so that they are ready to be distributed upon request.
- When asked, we commit to providing these alternate formats as soon as possible and within time frames listed in the Accessible Canada Regulations:
 - print
 - large print
 - braille
 - audio format
 - an electronic format that's compatible with adaptive technology meant to help people with disabilities

PROCUREMENT OF GOODS, SERVICES, AND FACILITIES

The “procuring (buying) goods, services and facilities” area ensures that accessibility is considered at the beginning of the buying process.

Barrier #9

Caron Transportation Systems’ procurement procedures and practices do not take into consideration accessibility requirements.

Actions:

- Update the procurement procedures to include accessibility checks when buying goods and services.

DESIGN AND DELIVERY OF PROGRAMS AND SERVICES

When designing and delivering the Company's internal and external programs and services, accessibility considerations must be part of the process right from the very start.

Barrier #10

Currently there is no standard approach for ensuring all programs, processes and services have taken accessibility into account.

Actions:

- Leverage the mandatory requirement to consult with persons with disabilities by creating a forum consisting of employees from various departments to review and provide feedback on all programs, processes, policies and services. This forum will review current programs and services and then will provide input prior to the development of future programs and services.
- Develop and promote guidelines on how to apply the accessibility lens when reviewing company policies, programs and services.
- Create an Accessibility Checklist to help ensure key accessibility considerations are considered.
- Provide training on the Accessible Canada Act and Accessible Canada Regulations for those whose role is to develop programs, processes and procedures.

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.

Barrier #11

Caron Transportation Systems is currently limited in the options that it provides for employees that experience challenges and concerns with driving during dawn, dusk, or nighttime driving.

Actions:

- Work with customers to identify and consider implementing “winter schedules” that will shift and/or shorten driving hours to align with dawn and dusk hours.

Barrier #12

Entering a transport truck and other fleet vehicles often poses a problem for drivers over time due to the repetition and height of the steps. For people with motor related disabilities, requiring them to get into a cab can prohibit them from doing their job.

Actions:

- Budget for and carry a small inventory of extended tractor steps and/or folding steps which can reduce the climbing distance to get into the truck cabs or warehouse vehicles.
- Where applicable, install a swivel seat to improve access to the truck cabs or warehouse vehicles.

CONSULTATIONS

To align with Caron's commitment to make our workplace environment accessible to all, we aim to develop our Accessibility Plan in consultation with our employees, including those with disabilities.

We will gather feedback and input from our team members and external organizations in several ways:

- Company-wide survey.
- Focus groups and 1-1 interviews with employees with disabilities so they can share their feedback and ideas.
- Engaging with external organizations supporting persons with disabilities to understand and seek recommendations for improving accessibility to the Company's building space and yards and our programs and services. Organizations which will be consulted include:
 - Canadian Transportation Agency/ Accessible transportation - Consultations | Canadian Transportation Agency (otc-cta.gc.ca)
 - Canadian Association of the Deaf - Transportation and Travel - Canadian Association of the Deaf (cad.ca)
 - Rick Hansen Foundation - Accessibility matters | Rick Hansen Foundation
 - Health Canada, Network for persons with disabilities