

**Accessibility Plan 2025**

**Progress Report**

**General**

For the purpose of this Accessibility Plan “Grant’s Transport Ltd.” Means Grant’s Transport Ltd. And its family of companies including GRW Transport Limited, Grant Fuels Inc. and Grant Energy Inc.

Our Commitment

Grant’s Transport Ltd. Is committed to promoting a culture of inclusivity and accessibility as an integral part of our company values. We believe that providing access to all is crucial for the company’s growth and competitiveness. To achieve this, we are developing an accessibility framework that will improve the experience of both our employees and the public with our services, products and facilities.

We acknowledge that creating a barrier-free environment takes time, and therefore, we are dedicated to ongoing efforts to identify, remove, and prevent barriers. Our initial Accessibility Plan developed in compliance with the Accessible Canada Act, will serve as a guide to meet our accessibility commitments.

We recognize the importance of understanding the needs of those with disabilities, and for this reason, we have involved employees who identify as having a disability in the development of our plan through an anonymous company-wide survey designed for employees with disabilities as well as interviews with employees who self-identify as being a person with a disability.

The accessibility plan is offered in any of the following formats upon request:

-Print.

-Large Print

-Electronic via email

Grant ’s Transport Ltd. Values the input of the public, stakeholders and employees regarding our Accessibility Plan. Your feedback is crucial to our efforts in promoting accessibility and inclusivity. Please utilize one of the contact methods below to provide your inquiry or feedback.

Human Resources Manager

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**ADDRESSING AREA IDENTIFIED IN THE ACCESSIBILE CANADA ACT**

1. **Employment**

**Barrier 1:** We have identified a barrier within our organisation regarding the underrepresentation of disabled employees in our workforce.

Despite our commitment to inclusivity, we recognize the need to proactively address this disparity and create equal employment opportunities for individuals with disabilities.

* We will educate hiring managers on accessible and barrier free recruiting.
* We will use language that encourages and welcomes individuals with disabilities to apply to our jobs, emphasizing our commitment to providing equal opportunities and reasonable accommodations throughout the hiring process. A statement will be posted on our company page on Indeed.
* We will provide a clear point of contact within our organization, ensuring that applicants with disabilities can easily request accommodations during the application and interview stages. This contact person will be knowledgeable about accessibility and prepared to address individual needs.
* We will encourage managers to conduct remote interviews as a standard practice. This approach will offer increased flexibility and accessibility, allowing candidates to engage in the hiring process from the comfort of their preferred location.

**Progress Update**

* We have included an Accessibility statement on our Company page on Indeed.
* We have provided accessibility training to all managers.
* Managers are providing applicants with an initial remote interview option.

**Barrier 2:** Recognizing the importance of transparency and clarity, we understand the need to improve our practices to ensure that individuals are fully aware of the diverse range and variety of accommodations available to them.

To address this barrier, we are taking proactive measures to enhance our communication efforts, ensuring that individuals with disabilities have comprehensive information regarding accommodations options and the process involved.

* We will conduct a thorough assessment of our current accommodation process, examining each step to identify areas for improvement. This evaluation will involve gathering feedback from employees, disability advocates, and relevant stakeholders, enabling us to gain insights into potential gaps or challenges.
* We will develop comprehensive guidelines and documentation that clearly outline the accommodation process, including the necessary forms, timelines and responsibilities of all parties involved. This resource will serve as a valuable reference for employees, managers, and HR personnel, ensuring consistency and clarity throughout the accommodation process.
* We will revamp our onboarding packages to incorporate a dedicated section on accommodation. This will include clear and concise information about our commitment to providing reasonable accommodation policies, the process for requesting accommodations, and the available resources to support employees throughout their accommodation journey.

**Progress Update**

* We have included an Accessibility statement in our on-boarding package for all new employees.
1. **Built Environment**

**Barrier 3:** We have identifieda significant barrier within our head office is the limitedaccess tooffice area using the front entrances due to an elevated concrete pathway.

* We will grant access to employees with disabilities to the office using other entrances without any physical barriers.
* We will implement a clear communication strategy to inform all employees about the availability of entrances without physical barriers.

**Progress Update**

* A statement is now posted at all office entrances of the availability of barrier free entrance at the rear office entrance.
* A statement is also included in the Accessibility statement in the on-boarding package.

**Barrier 4:** We have identified the absence of automatic doors in our entrances.

Recognizing the importance of creating fully inclusive spaces, we are committed to addressing this barrier and enhancing accessibility in our entrances.

* We will conduct a comprehensive review of our entrances specifically focusing on accessibility. This review will assess the current state of accessibility features, including the absence of automatic doors.
* Where double entrances doors are found the interior door will be kept open to facilitate accessibility.
* When renovations are required to the entrances automation of the doors will be considered.

**Progress Update**

* No renovations are planned this year.
1. **Information and Communication Technologies (ICT)**

**Barrier 5** : There are limited accessibility expertise within our IT team, which hinders their ability to effectively assist persons with disabilities in the workplace.

Acknowledging the importance of a knowledgeable and responsive IT team, we are dedicated to addressing this barrier and expanding our accessibility technology proficiency.

* We will provide comprehensive accessibility training and education sessions to our IT team members. These sessions will cover various aspects of accessibility technology, including assistive devices, adaptive software, and accessibility best practises.

**Progress Update**

* Training will begin in 2025

**Barrier 6:** We have identified the underutilization of accessibility capabilities in the tools and software we employ.

Despite the availability of these features, their potential to foster inclusivity remains largely untapped. Recognizing the importance of leveraging technology to empower all individuals, we are dedicated to addressing this barrier and maximizing the accessibility potential of our tools and software.

* We will establish a set of accessibility evaluation criteria that every potential technology purchase must meet. These criteria will ne aligned with industry-recognized accessibility standards, such as WCAG 2.1 (Web Content Accessibility Guidelines) and will encompass various aspects, including usability, compatibility with assistive technologies, keyboard accessibility, visual design, and content clarity.
* We will require prospective vendors to provide detailed accessibility documentation for their products. This documentation should outline the specific accessibility feature and functionalities of the technology.
* We will conduct thorough accessibility testing and verification of potential technology purchases.

**Progress Update**

* Going forward, HR will work with IT provider to establish and implement the accessibility evaluation criteria.
1. **Communication Other Than ICT**

**Barrier 7:** Our organization lacks a standardized process to ensure timely availability of alternate communication formats for employees and stakeholders.

We are committed to correcting this gap by implementing a system that guarantees accessible communication options when needed.

* We will identify suitable service providers and establish contracts or agreements with them.
* We will develop thorough procedures to standardize the process of providing alternate formats of communication. These procedures will outline clear guidelines for identifying the need for alternate formats, initiating requests, and ensuring timely delivery.
* We are committed to the continuous evaluation and improvement of our alternate format communication processes. This involves soliciting feedback from employees and stakeholders, conducting periodic audits to assess compliance with accessibility standards, and staying on top of emerging technologies and best practices.

**Progress Update**

* A survey was conducted with all employees.
* Dispatchers have many communication methods available and use the preferred method that each driver have chosen.

**Barrier 8:** We have identified an absence of plain language within communications.

This limitation hinders accessibility and comprehension for individuals with varying literacy levels, cognitive disabilities, or those whose first language is not the primary language used in our communications.

* We will conduct thorough research and analysis to gain a deep understanding of plain language principles and best practices.
* We will develop plain language guidelines tailored to our organization’s communication needs. These guidelines will provide clear instructions on how to simplify language, structure information, and ensure clarity and accessibility in our written and verbal communications.
* We will provide targeted training and education to our communication teams and relevant stakeholders. This training will focus on raising awareness of the importance of plain language, building skills in plain language writing, and fostering a culture of clear and accessible communication.
* We will conduct a review of our existing communications to identify opportunities for incorporating plain language.

**Progress Update**

* Dispatchers are now using plain language when communicating with drivers.
1. **Procurement of Goods, Services and Facilities**

No barriers identified in our procurement practices that hinder accessibility.

1. **Design and Delivery of Programs and Services**

**Barrier 9:** We lack a standardized measure to assess the accessibility of our internal and external programs, events, and engagements.

We aim to provide a consistent framework for evaluating the accessibility of our initiatives, ensuring that individuals of all abilities can fully participate and benefit from out offerings.

* We will develop an accessibility checklist. This will serve as a practical tool to guide our evaluation process, ensuring that we consistently assess key accessibility considerations.
* We will regularly review and revise the accessibility checklist.
* We will train those who develop programs, processes, and procedures on the Accessibility Canada Act and its regulations to promote inclusivity and compliance.

**Progress Update**

* An accessibility checklist has been developed.
1. **Transportation**

**Barrier 10:** Due to the nature of the work, sitting for prolonged times are required**.**

We will provide individuals with accommodations on an individual basis as to better meet the needs of the individual.

* We can provide individuals with disabilities ergonomics cushions or ergonomic truck seats.
* We can provide the option of coil spring or foam mattresses to individuals with disabilities.

Grant’s Transport Ltd. does not engage in transportation of passengers.

**Progress Update**

* At this time of the review we have one employee using an ergonomic seating system.
* A survey has been conducted asking employees if the require any assistive technology or devices.

**CONSULATIONS**

In line with Grant’s Transport Ltd. ‘s dedication to creating an inclusive workplace, we have collaboratively developed our Accessibility Plan through consultation with our employees, including those with disabilities in the form of Anonymous Company Surveys and one on one interviews.