



Accessibility Plan

Purpose:

Woodcock Transportation Group is committed to building a culture of inclusivity and accessibility for our current and future Team Members. Creating a barrier-free environment takes time, and WTG is committed to identifying, removing, and preventing barriers.

This accessibility plan provides a roadmap for meeting our accessibility requirements and building a barrier-free organization and culture where all Team Members thrive.

Scope:

- Team Members
- Owner/Operators
- Contractors
- Visitors

Definitions:

Accessibility Plan

- Document that outlines how the organization will achieve accessibility

Barrier

- Anything that prevents someone from being able to fully participate
- Any physical, architectural, technological, or attitudinal, or anything that is the result of a policy or a practice that hinders the full and equal participation in society of a person with an impairment, including a physical, mental, intellectual, cognitive, learning, communication, or sensory impairment, or a functional limitation.

Disability

- Any impairment, physical, mental, intellectual, cognitive, learning, communication, or sensory impairment, or functional limitation whether permanent, temporary, episodic, visible, or invisible that when coupled with a barrier, hinders the person's ability to fully participate

Responsibilities:

Management

- To consult with persons with disabilities to identify and eliminate barriers
- Develop an accessibility plan
- Conduct a workplace accessibility review and a review of the policy at least once every three years
- Track the workplace accessibility progress and progress report annually
- Ensure staff receives training on this policy and the legislative regulations

Human Resources

- To consult with persons with disabilities regarding barriers at WTG
- To complete a review and evaluation of the accessibility plan and submit the necessary progress reports

Team Members

- To participate in accessibility training
- To point out barriers within the workplace
- To treat others with dignity and respect

Plan:

Executive Summary

Building an inclusive and accessible environment is good business. Woodcock Transportation Group will contribute to a barrier-free Canada for everyone by building an accessibility framework that supports team members, owners/operators, contractors, and visitors. We aim to create a positive, inclusive experience for persons accessing our services and facilities.

To adequately address WTG's gaps in accessibility and better understand their needs, WTG consulted current staff and requested feedback from the local municipal accessibility committee.

Summary of our findings

- Survey results showed that WTG meets the accessibility requirements of our current staff
- Barriers in our hiring process and work-life cycle for persons with disabilities

- Availability of alternate formats
- Leveraging the capabilities of accessibility features in current and future IT equipment, programs, and systems
- Aspects of our facilities are not barrier free
- Using an accessibility lens when assessing facilities, procurement procedures, company programs, new initiatives, and ongoing services

Guiding Principles

The development of Woodcock Transportation Group accessibility plan incorporated the following principles from the Accessible Canada Act (ACA):

- All persons will be treated with dignity regardless of their disabilities
- All persons must have the same opportunity to manage for themselves the lives that they are able and wish to have regardless of their disabilities
- All persons must have barrier-free access to whole or equal participation in society, regardless of their disabilities
- All persons must have meaningful options and be free to make their own choices, with support if they desire, regardless of their disabilities
- Policies, programs, services, and structures must consider the disabilities of persons, the different ways that persons interact with their environments, and the multiple and intersecting forms of marginalization and discrimination faced by persons
- Persons with disabilities are involved in the development and design of policies, programs, services, and structures

General

Feedback and Requesting Alternate Formats

Woodcock Transportation Group welcomes feedback regarding our accessibility plan and any barriers encountered while on premises. Your feedback is valuable in breaking down barriers to inclusion and accessibility to build an inclusive and accessible environment. Direct your feedback or requests for alternate formats to:

Kimberly Richardson, CHRL

Manager, Human Resources

225 Huron Road, Sebringville, ON N0K 1X0

Phone: 519-393-6194 ext. 1242

Email: kimr@woodcockbrothers.com

Website: www.woodcockbrothers.com

We will acknowledge receipt of feedback and requests for an alternate format within 48 business hours. Let us know if you require support while providing input or have requests for alternate formats.

Accessibility Plan

This accessibility plan will include an overview of our policies, programs, practices, and services concerning identifying and removing barriers and preventing new barriers.

WTG's accessibility plan focuses on dignity, availability of choices, and the removal of barriers to be supportive to all. Creating an inclusive, accessible, and barrier-free workplace requires the input of internal and external persons with disabilities. Therefore, a consultative approach will be used to develop the plan.

Employment

Woodcock Transportation Group wants all candidates and Team Members with disabilities and those who experience barriers to be supported throughout their employment lifecycle with WTG.

Barrier #1:

- Hiring Process

Action Plan:

- Benchmark current recruitment, selection, and onboarding practices to industry best practices through an accessibility lens
- Take steps to ensure WTG websites and career pages meet the requirements of Web Content Accessibility Guidelines (WCAG)
- Include a statement on job postings and career website that WTG will accommodate persons with disabilities
- Train recruiters on best practices in supporting persons with disabilities

Responsible Department

- Human Resources and external website manager

Target Completion Date

- December 31, 2024

Barrier # 2:

- Employment Lifecycle

Action Plan:

- Assess current work life cycle processes against industry best practices to ensure they are inclusive and accessible
- Update employment processes based on results of the assessment

Responsible Department

- Human Resources

Target Completion Date

- July 1, 2025

Information & Communication Technologies

Information and communication technologies are various technology tools used to send, store, create, share, or exchange information

Barrier # 3

- Leveraging the capabilities of accessibility features in current and future IT equipment, programs, and systems

Action Plan

- Enhance accessibility knowledge through training for information technology department
- Take an inventory of software and equipment used by WTG to measure accessibility capabilities
- Deliver end-user training on accessibility features on all available programs

Responsible Department

- Human Resources and Information Technology

Target Completion Date

- July 1, 2025

Barrier #4

- The availability in accessible formats when requested

Action Plan

- Identify service providers to assist in the creation of alternative formats, as outlined in the Accessible Canada Act

- Print, large print, audio format, an electronic format that is compatible with adaptive technology mean to help people with disabilities (20 days)
- Braille (45 days)

Responsible Department

- Human Resources

Target Completion Date

- October 31, 2024

Built Environment

The build environment ensures that workplaces and the work environment are accessible for all.

Barrier #5

- Aspects of facilities not barrier free
 - Doorway width - all facilities
 - Round Door Handles
 - No Automatic Door openers - dispatch office
 - Level building entrances
 - Accessibility enhancements in washrooms in dispatch and driver's washroom
 - grab bars; sinks; driver washroom configuration; location of signage; driver shower configuration
 - Designated accessible parking spaces

Action Plan

- Designate accessible parking spaces
- Construct or purchase ramps for building access
- Update door hardware to accessible door handles
- Install Automatic Door Opener dispatch office
- Driver's Room Bathroom and shower configuration for accessibility

Responsible Department

- Ownership, Human Resources and Service

Target Completion Date

- Parking - September 1, 2024
- Ramps - September 1, 2024
- Accessible door handles - September 1, 2024

- Automatic Door opener - June 1, 2027
- Driver's Room washroom and shower configuration - June 1, 2027
- Dispatch office washroom accessibility features - December 31, 2026

Procurement of Goods, Services, and Facilities

Considering accessibility requirements at the beginning of the purchasing process

Barrier #6

- Not using an accessibility lens when assessing facilities, procurement procedures, company programs, new initiatives, and on-going services

Action Plan

- Update the procurement practices to include accessibility checks when purchasing goods and services
- Including accessibility considerations in requests for proposals, requests for information, etc. to inform vendors of the requirements under the Accessible Canada Act

Responsible Department

- Management Team

Target Completion Date

- January 1, 2025

Design and Delivery of Programs and Services

Considering accessibility when developing, implementing, and delivering programs and services at the start.

Barrier # 7

- No standardized approach for ensuring programs, processes, and services have taken accessibility into account

Action Plan

- Consult with internal persons with disabilities and Joint Health & Safety Committee (JHSC) and seek advice from outside agencies
- Provide feedback on current and future programs, processes, policies, and services
- Develop and promote guidelines on how to apply an accessibility lens when reviewing company policies, programs, procedures, and services
 - create a checklist to support accessibility considerations

- Provide training on Accessibility Canada Act and Accessible Canada Regulations for those whose role is to develop programs, processes, and procedures

Responsible Department

- Human Resources

Target Completion Date

- December 1, 2024

Transportation

Every Professional Driver is unique in their accessibility requirements. WTG believes it is appropriate to customize a solution for the individual.

Action Plan

- When a Team Member requires accommodation Human Resources and Safety & Compliance will work with the individual to develop or implement actions to meet their accessibility needs

Responsible Departments

- Human Resources, Safety & Compliance, Service

Target Completion Date

- within 30 days of the development of the accommodation action plan

Consultation

To align with Woodcock Transportation's commitment to making our work environment accessible to all, we have developed our accessibility plan in consultation with our Team Members, including those with disabilities.

Internal and external partners provided feedback through:

- Team Member surveys,
- discussions with organizations that support persons with disabilities
 - Perth County Accessibility Committee

Reporting

As required by the Accessibility Canada Act, WTG will publish a status report every year outlining our progress on our plan. Every three years, the accessibility plan is updated in consultation with persons with disabilities.

Communication & Training:

The accessibility policy is available online, in paper copy, in alternative formats by requests, and posted on the communication board. An outline of the policy is in the company handbook.

At the time of hire, Team Members will learn about accessibility and how to eliminate barriers

<https://www.youtube.com/watch?v=3cRf8nEILtc>


Evaluation:

Human Resources in conjunction with internal and external person with disabilities and the JHSC will review and evaluate the plan and corresponding progress every three (3) years.

Supporting Documentation:

- Canadian Human Rights Code: <https://www.accessibilitychrc.ca/en>
- Trucking HR Canada: The Accessible Canada Act - A Sample Accessibility Plan
- Accessible Canada Act: <https://www.canada.ca/en/employment-social-development/programs/accessible-canada.html>

History:

Date dd-mmm-yy	Revision #	Brief Outline of Change	Approved by
11-Apr-22	0	Inception	
30-Jun-23	1	revised to meet requirements of Accessible Canada Act	
26-May-24	2	Update accessibility plan based on 2024 feedback	

End of Document

