

HI-WAY 13 TRANSPORT ACCESSIBILITY PLAN

GENERAL

Hi-Way 13 Transport 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 public we serve 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. Hi-Way 13 Transport 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 via employee surveys, roundtable discussions 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, especially for drivers
- Being better prepared to provide information in accessible formats when requested
- 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.

INPUT AND FEEDBACK

Hi-Way 13 Transport 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 Information		
Name	Email	Phone Number
Jessie Kneller	Jessiek@hiway13.com	780-878-8573
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STATEMENT OF COMMITMENT

At Hi-Way 13 Transport 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 by consultation with persons with disabilities.

ADDRESSING AREAS IDENTIFIED IN THE ACCESSIBLE CANADA ACT

EMPLOYMENT

Barrier #1:

Our company currently does not attract any applicants from underrepresented populations such as persons with disabilities.

Actions:

- Hiring Manager to be trained on Accessibility by November 30, 2024
- Enhance the Careers section of our website to increase visibility to potential employees with disabilities, highlighting our commitment to their inclusion in our workforce by November 30, 2024.
- All employment advertisements to include an equal opportunity employer statement

BUILT ENVIRONMENT

Barrier #2:

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

Actions:

- In an effort to allow staff to assist those with limited accessibility enter the premises, a doorbell will be installed by November 30, 2024.
- Update hand rails along all stairways by November 30, 2024.

Barrier #3:

Stairways in the office building have no indicators of drops, and are currently lacking visibility.

Actions:

- Steps are to be outlined with hi-visibility markings by November 30, 2024.

INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT)

Barrier #4:

The current staff is not well versed in accessibility technology and does not know how to assist personas with disabilities in the workplace

Actions:

- HSE Manager to receive training on accessibility awareness by August 31, 2024.
- Train all employees to increase their accessibility knowledge and learn how to adapt services and improve interactions with persons with disabilities by November 30, 2024.

COMMUNICATION OTHER THAN ICT

Barrier #5:

There is a limited amount of communication formats for communication with employees, with no alternate formats available.

Actions:

- Seek to provide alternate formats within the specified time frames under the *Accessible Canada Regulations* (Part 1, 8(3)(a)(b))
 - Large Print
 - Contrasting color formatting
 - Audio Format of written documents
 - Computers with voice output

PROCUREMENT OF GOODS, SERVICES, AND FACILITIES

Barrier #6:

Hi-Way 13 Transport's procurement procedures do not currently take into consideration accessibility requirements.

Actions:

- Develop plans to allow purchasing goods to be done via phone, email or in person.

Design and Delivery of Programs and Services

Barrier #7:

The company's standard approach to date does not ensure all programs, processes or services have taken accessibility into account.

Actions:

- Using feedback from all persons within the company, develop guidelines on how to apply the accessibility lens when reviewing company policies and programs.
- Provide training on the *Accessible Canada Act* and *Accessible Canada Regulations* for those whose role is to develop programs and policies.

TRANSPORTATION

Barrier #8:

Hi-way 13 Transport 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:

- Identify and implement a "Daylight Driving Schedule," that will create a work shift to allow drivers to only drive during available sunlight hours.

CONSULTATIONS

To align with Hi-Way 13 Transport's commitment to make our workplace environment accessible to all, we have developed our Accessibility Plan in consultation with our employees, including those with disabilities.

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

- Companywide survey
- Focus groups and 1-1 interviews with employees with disabilities so they can share their feedback and ideas
- Communication with Camrose Association for Community Living (May 8, 2024)

We will continue to survey employees, including those with disabilities and any working groups that have been developed as part of this Accessibility Plan, to measure progress and ensure that we realize the changes we've set out to achieve.

DEFINITIONS

Accessibility:

Refers to the needs of persons with disabilities being intentionally and thoughtfully considered when products, services and facilities are built or modified so they can be used and enjoyed by all.

Barrier:

The *Accessible Canada Act* defines a barrier as "anything—including anything physical, architectural, technological or attitudinal, anything that is based on information or communications or anything that is the result of a policy or a practice—that hinders the full and equal participation in society of persons with an impairment, including a physical, mental, intellectual, cognitive, learning, communication or Sensory impairment or a functional limitation."

Disability:

The *Accessible Canada Act* defines a disability as "any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment — or a functional limitation— whether permanent, temporary or episodic in nature, or evident or not, that, interaction with a barrier, hinders a person's full and equal participation in society."