



ACCESSIBILITY PLAN

GENERAL

Executive Summary

Scott-Woods Transport is committed to building a culture of inclusivity and accessibility. Not only is this part of our company culture but opening access to everyone 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 that 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. Scott-Woods 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.

We are currently in a temporary locations awaiting the building of our new facility. Consultations with the building designers will begin soon.

Feedback

Scott-Woods 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 contact by email dhill@scottwoodstransport.com, phone 905-417-6177 or mail to 23469 ON 48, Sutton West, ON L0E 1R0. 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 in a timely manner.

Statement of Commitment

This policy applies to all Scott-Woods Transport staff including those who provide goods and services to persons with disabilities in a way that is consistent with the principles of independence, dignity, inclusion, integration and equal opportunity, whether they do so as employees, volunteers, agents (Service Providers), contractors or otherwise. We are committed to meeting the needs of people with disabilities in a timely manner and will do so by

preventing and removing barriers to accessibility and meeting accessibility requirements under The Accessible Canada Act

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 consultants and persons with disabilities.

ADDRESSING AREAS IDENTIFIED IN THE ACCESSIBLE CANADA ACT

Employment

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

Barrier:

To try and attract applications from underrepresented populations such as persons with disabilities we will start at the recruitment and interviewing process;

Actions:

- Scott-Woods Transport is committed to fair and accessible employment practices; however we are not currently wheelchair accessible. We will advise the public and employees about the availability of accommodation for applicants with disabilities.
- Scott-Woods Transport will notify job applicants, when they are individually selected to participate further in an assessment and selection process that accommodations are available upon request in relation to the materials or processes to be used.
- If a selected applicant requests an accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a suitable accommodation that takes into account the applicant's disability related needs.

Built Environment

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

Barrier:

We are in a temporary location and unfortunately our office, washrooms and seminar rooms are not wheelchair accessible at this time.

Actions:

- Work with the building designers for a new accessible building.

Information and communication technology

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

Barrier:

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

Actions:

- Progressively introduce new accessibility functionality to IT systems.

Communication, other than information and communication technology

This area 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:

Scott-Woods Transport 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:

- When an employee at Scott-Woods Transport with a disability requests we will consult with the employee to provide or arrange for the provision of accessible formats and communication supports that the employee needs to perform the employees job, as well as information that is generally available to employees in the workplace.
- When determining the suitability of the accessible format and communication supports, Scott-Woods Transport will speak with the employee making the request.
- These accessible formats will be provided as soon as possible and within the time frames in the Accessible Canada Regulations.

Procuring 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:

Scott-Woods Transport's procurement procedures and practices do not take into consideration accessibility requirements, especially when our office, washrooms and seminar rooms are not wheelchair accessible at this time. This will improve when our new facility is built.

Actions:

- We will do our best to provide our services to disabled customers and vendors by:
 - Respecting the dignity of disabled customers
 - Consider integration and equal opportunity for disabled customers
 - Provide access to the premises as far as possible by reasonable accommodation
 - Access to information in a format that accommodates a disability

Designing and delivering 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:

Currently there is no standard approach for ensuring all programs, processes and services have taken accessibility into account, especially when our office, washrooms and seminar rooms are not wheelchair accessible at this time. This will improve when our new facility is built.

Actions:

- Scott-Woods Transport will train all of their employees and others that deal with the public or third parties on the Accessible Canada Act. This will help raise awareness to existing employees and develop programs, processes and procedures.
- Create an Accessibility Checklist to help ensure key accessibility considerations are considered.

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:

Scott-Woods 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 procedures that will shift and/or shorten driving hours to align with dawn and dusk hours if the need arises.

CONSULTATIONS

We are currently in a temporary locations where unfortunately our office, washrooms and seminar rooms are not wheelchair accessible at this time. We are awaiting the building of our new facility. Consultations with the building designers will begin shortly.

To align with Scott-Woods Transport's commitment to make our workplace environment accessible to all, we have developed our Accessibility Plan. If an employee needs an accommodation we will work with them on a case by case basis.

We will continue to raise awareness to our employees about the Accessible Canada Act and utilize any feedback and input from our team and external organizations.

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.”

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