



## PROGRESS REPORT

### GENERAL

We have designated our Human Resources Manager to manage inquiries on behalf of Scott-Woods Transport Inc. about our accessibility plans, progress reports, and feedback process.

We welcome feedback related to our accessibility plan and progress reports from our employees, customers and members of the public. We are committed to reviewing the feedback we receive and taking meaningful steps to address barriers that are encountered when individuals interact with our business.

You can send feedback anonymously or you can include your name and contact information.

You can provide feedback in the following ways:

- Send an email to: [dhill@scottwoodstransport.com](mailto:dhill@scottwoodstransport.com)
- Call by phone at: 905-417-6177
- Mail us at: 23469 ON 48, Sutton West, ON L0E 1R0

We will confirm that we have received your feedback.

When requested, we will provide a copy of our accessibility plan, progress reports, or description of our feedback process in one of these alternate formats:

- Print
- Large print
- Braille
- Audio format

For print and large print, we will send you the document within 15 days. For Braille and audio formats, we will send them to you within 45 days.

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 Progress Report will help 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.

## **ADDRESSING AREAS IDENTIFIED IN THE ACCESSIBLE CANADA ACT**

### Employment

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

Progress:

- All job postings advise the public and employees about the availability of accommodation for applicants with disabilities.

### Built Environment

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

Progress

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

### Information and communication technology

We strive to ensure that everyone can access the same information and receive the same services using information technology

Progress

- Progressively introduce new accessibility functionality to IT systems.

### Communication, other than information and communication technology

To reach our employees and the public effectively and fairly, we continue to look for ways to make our communications more accessible. As such, we have engaged in a process that will ensure we have alternate forms of communication available and provided in a timely manner when requested.

Progress

- 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 employee's job, as well as information that is generally available to employees in the workplace.

### 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.

Progress

- Our office, washrooms and seminar rooms are not wheelchair accessible at this time. This will improve when our new facility is built.
- 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

Currently there has been no feedback from any employees over the year.

Progress

Our office, washrooms and seminar rooms are not wheelchair accessible at this time in our temporary facility. This will improve when our new facility is built.

### 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.

Progress

- Drivers if needed can have shifts and/or shortened 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 who need to meet accessibility standards.

To align with Scott-Woods Transport's commitment to make our workplace environment accessible to all, we have developed our Accessibility Plan and now our progress report. 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.

## **FEEDBACK**

In the past year we have not received any comments via any of our feedback processes.

May 2026