



ACCESSIBLE CANADA ACT

*Grant Group of Companies Accessibility Plan 2023
Encompassing Active Transport Inc., Empire Transport Ltd.,
Hutton Transport Ltd., John Grant Haulage Ltd. And
Wayfreight Services Ltd.*



Summary

The Grant Group of Companies (GGC) 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 customers 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.

GGC 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.

GGC has developed a plan to identify, remove, and prevent barriers in our company policies, practices, and services.

A summary of initial opportunities include:

- Develop and initiate a consultation process.
- Facility audit to identify areas for improvement.
- Improve the attraction of persons with disabilities to jobs in our company.
- Being better prepared to provide information in accessible formats when requested.
- Improving the knowledge of our IT team and leveraging the capabilities of accessibility features in current and future IT equipment, programs, and systems.
- 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.

Your Input and Feedback

GGC welcomes feedback on our Accessibility Plan from both the public and our employees. 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.

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Statement of Commitment

At GGC, we are committed to giving all clients equal opportunities to access our services and allow them the same benefits provided, in the same place and in a similar manner. GGC will always strive to provide its services in a way that respects the dignity and independence of all persons, including those with disabilities. All Canadians have the right to benefit from our services equally and our employees have the right to perform their job free of obstacles.

Reporting Our Plan

As required by the Accessible Canada Act, we will publish a status report every January that measures our progress against our commitments. We will also review and update our Accessibility Plan every three years via electronic filings. Progress Reports and updates to our Accessibility Plan will be shaped by consultation with persons with disabilities and endorsed by the Joint Health and Safety Committee in place.

Employment

Ensure that candidates and employees with disabilities and those who experience barriers are supported throughout the entire employment lifecycle.

Barrier #1: Our company is currently not attracting enough applicants from populations such as persons with disabilities.

Actions:

- Enhance the careers section of our website to reassure Canadians with disabilities of the various jobs available at our locations, highlighting our commitment to their inclusion in our workforce.
- Educate hiring managers on accessibility and how they can ensure a barrier-free hiring, selection, and accommodation process.

Built Environment

Ensure that workspaces and the work environment are accessible for all.

Barrier #2: Some spaces within the office and truck yard may limit the mobility of employees and visitors with disabilities.

Actions:

- Identify physical barriers to mobility at all GGC facilities.
- Create detailed plan to eliminate these barriers as required through consultation with architects, engineers, and contractors that specialize in accessibility.

- Any new construction or renovations of company facilities will be designed to provide accessibility to persons with disabilities.

Barrier #3: Many of the tools and software used in the company have accessibility capabilities that are not being used in an accessible way.

Actions:

- Take an inventory of IT systems used by the company to measure accessibility capabilities.
- Progressively introduce new accessibility functionality to IT systems.

Information and Communication Technology (ICT)

Ensure that that ICT tools have accessibility features.

Barrier #4: Many of the company tools and software have accessibility capabilities that are not being used in an accessible way.

Actions:

- Conduct an inventory of all IT systems to measure accessibility capabilities.
- Introduce new accessibility functionality to IT systems.

Communication Other Than Information and Communication Technology (ICT)

Ensure GGC will provide barrier free access for the public, clients, and employees to all the communications that the Company produces for this audience.

Barrier #5: GGC 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:

- Identify service providers and develop contracts or agreements to create alternate formats, where appropriate and when needed.
- Prepare standard resources and commonly issued company communication in alternative formats so that they are ready to be distributed upon request.
- When asked, we commit to providing these alternate formats as soon as possible and within time frames listed in the Accessible Canada Regulations
 - print • large print • braille • audio format • an electronic format that's compatible with adaptive technology meant to help people with disabilities

Procurement of Goods, Services and Facilities

Ensure that accessibility is considered at the beginning of the procuring process.

Barrier #6: GGC's procurement procedures and practices do not take into consideration accessibility requirements.

Actions:

- Update the procurement procedures to include accessibility checks when buying goods and services.
- Include accessibility considerations into procurement templates (e.g., requests for proposals) so that they inform the selection of external vendors, products and services and confirms that they will abide by the requirements of the Accessible Canada Act.

Design and Delivery of Programs and Services

Ensure that 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 #7: Currently there is no standard approach for ensuring all programs, processes and services have taken accessibility into account.

Actions:

- Develop and promote guidelines on how to apply the accessibility lens when reviewing company policies, programs, and services.
- Create an Accessibility Checklist to help ensure key accessibility considerations are considered.
- Provide training on the Accessible Canada Act and Accessible Canada Regulations for those whose role is to develop programs, processes, and procedures.

Transportation

Ensure 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 #8: Currently, there is no policies or procedures of which barriers to operation we can provide accommodation.

Actions:

- Identify barriers that could be accommodated.
- Create an action plan for accommodation if the need arises.

Conclusion

To align with GGC's commitment to make our workplace environment accessible to all, we will develop our Accessibility Plan in consultation with our employees, including those with disabilities. We will gather feedback and input from our team members and external organizations in several ways:

Actions:

- Companywide survey.
- Focus groups and 1-1 interviews with employees with disabilities so they can share their ideas.
- Engage with external organizations supporting persons with disabilities to understand and seek recommendations for improving accessibility to the Company's building space and yards and our programs and services.