



ACCESSIBILITY PLAN

GENERAL

Name of the position or person designated to receive feedback on behalf of Trimac:

Annelisa Shaw, Director, HR Business Partners (anshaw@trimac.com)
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The Built Environment:

We will maintain a workplace that accommodates the diverse needs of employees with disabilities. We will identify and eliminate barriers that hinder the full and equal participation of individuals with disabilities in all aspects of their employment. This includes providing reasonable accommodations, developing accessible policies and procedures, and foster a workplace culture that values and promotes accessibility.

Examples as it relates to the Transportation industry:

- Signage in and around our terminal/branch;
- Washroom accessibility;
- Access to accessible parking and an accessible path of travel to and from terminal/branch.

BARRIERS	STEPS/ACTIONS	RESPONSIBILITY	TIMELINE
Evacuation Plans	Document and review evacuation plans with employees with disabilities.	Safety	2024 - ongoing
Investigation of H & S issues/incidents	Integrating an accessibility lens into the investigation of health and safety (H&S) incidents and workplace issues is crucial for ensuring that the needs of all individuals, including those with disabilities, are considered.	Safety	2024 - ongoing
Spaces within the office, shop, and truck yard may limit the mobility of employees and visitors with disabilities	Establish an advisory committee of internal stakeholders to provide feedback on any proposed design changes to our buildings using a strategic and inclusive approach.	Safety/HR	2024 - ongoing



Information and Communication Technologies (ICT):

The Company will work to continue to ensure that we continually improve web accessibility standards to ensure that individuals with disabilities have equal and effective access to our digital content, removing barriers and enhance inclusivity.

BARRIERS	STEPS/ACTIONS	RESPONSIBILITY	TIMELINE
New technologies/platforms	Incorporate accessibility considerations into our technology acquisition process to ensure an inclusive digital environment and a more accessible work environment.	IT	2024 - ongoing
Technology Review	Review all technology used in conference, learning and meeting spaces to ensure it is meets accessibility and legal/policy requirements.	IT	2024 - ongoing
Participation in Collaboration Platforms	Participate in groups through the Government of Canada's collaboration platforms to gain insights into best practices contributing to the advancement of ICT accessibility in alignment with government requirements.	IT	2024 - ongoing
Training	Educate IT department on accessibility and learning and collaborate on how to adapt services/interactions with persons with disabilities	L & D	2024 - ongoing



Communications, other than ICT:

Our company is committed to inclusivity by offering communication in diverse formats for employees who require modifications. This includes non-technology-based products such as signs, forms, invoices, and receipts. We prioritize ensuring the accessibility of key documents, providing them in alternate formats upon request. This proactive approach reflects our dedication to accommodating the diverse needs of our workforce, fostering an inclusive and supportive workplace environment.

BARRIERS	STEPS/ACTIONS	RESPONSIBILITY	TIMELINE
Ensure that alternative formats for documents and communication are accessible for employees if required.	Establish a consistent process to ensure alternate formats are available (print, large print, audio captioned format and electronic format) are aligned with adaptive technology.	Communications	2024 - ongoing

Procurement of Goods, Services and Facilities:

The Procurement of Goods, Services, and Facilities section is dedicated to integrating accessibility considerations into the initial stages of the purchasing process across all organizational levels. This commitment ensures that accessibility is a fundamental aspect of decision-making and procurement practices.

BARRIERS	STEPS/ACTIONS	RESPONSIBILITY	TIMELINE
Review of procurement procedures	Establish an accessibility checklist and integrate into our procurement procedures for the purchase of goods and services.	Procurement	2024 - ongoing

Design and Delivery of Programs and Services:

This area will be focused on incorporating accessibility considerations from inception of the Company's internal and external programs and services. This commitment reflects our dedication to ensuring that inclusivity is integral to the design and delivery process, thereby creating programs and services that are accessible to all individuals, regardless of their abilities or disabilities.

BARRIERS	STEPS/ACTIONS	RESPONSIBILITY	TIMELINE
Comprehensive review of existing programs and services	Ensure program and services are accessible to all individuals.	HR	2024 - ongoing
Accessibility Checklist	Implement an Accessibility Checklist to ensure accessibility considerations are	HR	2024 - ongoing



	integrated into all new programs and services.		
Required Training	Provide training to the HR team on the Accessible Canda Act and Accessible Canada Regulations.	HR	2024 - ongoing

METHODOLOGY

Trimac is committed to creating an environment that embraces diversity and supports individuals of all abilities. We are dedicated to ensuring our workplace is accessible and barrier-free.

1. Communication
 - a. Ensure the accessibility plan is communicated to all employees. We will ensure the plan is easily accessible on our company's intranet or other internal communication platforms.
2. Survey Design
 - a. Develop comprehensive survey(s) that cover a range of accessibility-related topics, including feedback on physical accommodations, digital accessibility, and communication preferences.
3. Inclusive Survey Distribution
 - a. Ensure the survey is distributed in accessible formats to accommodate employees with diverse needs. For example, we will provide options for large print or electronic formats compatible with screen readers.
4. Anonymous Feedback
 - a. Allow employees the option to provide feedback anonymously. This may encourage more open and honest responses, especially on sensitive topics.
5. Dedicated Working Groups
 - a. Establish working groups comprised of employees from various backgrounds, including those with disabilities.
6. Accessibility Training
 - a. Provide accessibility training to all employees, leaders and executive team to raise awareness and ensure the importance of supporting an inclusive workplace.
7. Policy Review
 - a. Review and update our accessibility policy to ensure it is aligned with changes in legislation.
8. Accessibility Resources
 - a. Provide resources and support for employees with disabilities, such as assistive technologies, flexible work arrangements and any other accommodations deemed necessary as per legislation.



APPLICABLE

The above accessibility plan is a common shared plan applicable to the following federally regulated companies:

- Trimac Transportation Service Inc.
- H.M. Trimble & Sons (1983) Ltd.
- Bulk Plus Logistics Ltd.
- Bessette et Boudreau Inc (B&B)

APPENDIX: DEFINITIONS

Accessibility

“The degree of ease that something (e.g. Device, service, physical environment and information) can be accessed, used and enjoyed by persons with disabilities. The term implies conscious planning, design or effort to make sure something is barrier-free to persons with disabilities. Accessibility also benefits the general population by making things more usable and practical for everyone, including older people and families with small children.”

Barrier

The Accessible Canada Act defines a barrier as “anything – including physical, architectural, technological or attitudinal, anything that is based on information or communications or anything that is a result of a policy or 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, in interaction with a barrier, hinders a person’s full and equal participation in society.”