



## **Accessibility Plan Policy**

**Note:** This policy reflects the Accessible Canada Act that came into effect on July 11, 2019.

### **Intent**

McKevitt Trucking Limited is committed to providing a barrier-free environment for all stakeholders, including clients, employees, job applicants, suppliers, and any visitors who enter the premises, access information provided by the company, or use the company's goods and services.

McKevitt Trucking Limited will work to identify and remove barriers, and prevent new barriers, for persons with disabilities as they relate to employment, communication, the built environment, and transportation at McKevitt Trucking Limited. This policy outlines the company's accessibility plan and strategy for identifying, removing, and preventing these barriers.

### **Definitions**

**Barrier:** Includes any physical, architectural, technological, or attitudinal, anything that is based on information or communications, or anything that is the result of a policy or practice that hinders the full and equal participation in society of a person with an impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment, or a functional limitation.

**Disability:** Any impairment, including a physical, mental, intellectual, cognitive, learning, communication, and sensory impairment, or functional limitation that is either permanent, temporary, or episodic in nature. It can be evident or not in interaction with a barrier to hinder a person's full and equal participation in society.

### **Guidelines**

#### **Accessibility Plan**

The accessibility plan will include an overview of our policies, programs, practices and services in relation to the identification and removal of barriers, and the prevention of new barriers. The accessibility plan will be prepared and published starting at the latest, July 11, 2020, and every three years following that or sooner.

The accessibility plan will be developed in consultation with persons with disabilities and indicate the manner in which they were consulted. This process will be followed for the creation of, and any updates made to the plan. Will adhere to all requirements made by regulation in the development and ongoing maintenance of the accessibility plan.

#### **Employment**

McKevitt Trucking Limited understand that improving workplace accessibility and ensuring an accessible recruitment and selection process for applicants with disabilities can contribute to a more diverse and

welcoming workplace culture. McKeVitt Trucking Limited will make every effort to identify, remove, and prevent barriers by developing inclusive employment procedures that support persons with disabilities. Where necessary, accommodations will be made during the recruitment and selection stages, and throughout the employment life cycle. All training and development programs provided will consider employee's barriers and abilities.

### **Communication**

McKeVitt Trucking Limited upon request, will provide or arrange for accessible formats and communication supports for employees, applicants or persons accessing the company's goods or services. McKeVitt Trucking Limited will consult with the individual to determine the specific barrier and the best way to provide support. Such accessible formats and communication supports are conversion-ready and will be provided in a timely manner and at no additional cost.

### **Built Environment**

McKeVitt Trucking Limited will work to ensure that the built environment, including building interiors and exteriors, are designed to facilitate barrier-free access to goods or services. If areas of the built environment are not accessible for certain individuals with disabilities, the company will work with the individual to provide an alternate means of access.

### **Transportation**

McKeVitt Trucking Limited will ensure accessible transportation services are available for necessary individuals with a disability. If an individual cannot use conventional transportation services, the company will provide an alternate accessible method of transportation. Options will take into account the availability of the transportation, the nature of the disability, and any associated safety concerns.

### **Feedback**

McKeVitt Trucking Limited welcomes feedback regarding our accessibility plan and any barriers encountered by persons with disabilities. Feedback forms, along with alternate methods of providing feedback verbally (in person or by telephone) or written (handwritten, delivered, website, or e-mail), will be available upon request. Individuals who provide format feedback will receive acknowledgement of their feedback, along with any resulting actions based the concerns or complaints that were submitted.

Feedback can be submitted to:

Kathy McMahan

807-629-1760

[kathym@mckevitt-trucking.com](mailto:kathym@mckevitt-trucking.com)

1200 Carrick Street, Thunder Bay, ON P7B 5P9

and/or

Chris Martin

807-472-4888

[chris.martin@mckevitt-trucking.com](mailto:chris.martin@mckevitt-trucking.com)

1200 Carrick Street, Thunder Bay, ON P7B 5P9

Individuals who wish to provide feedback by completing an onsite feedback form or verbally can do so.

**Progress Reports**

McKevitt Trucking Limited will prepare, publish, and submit a progress report to the Accessibility Commissioner regarding the implementation of the accessibility plan. This report will include information about the consultations completed for the development of the plan and any feedback received on the accessibility plan. The report will address how the consultations and feedback was taken into consideration during the process. Progress reports can be made available upon request.

**Acknowledgment and Agreement**

I, \_\_\_\_\_, acknowledge that I have read and understood the Accessibility Plan Policy of McKevitt Trucking Limited. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules of procedures outlined in the policy, I may face disciplinary action up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_