Accessibility Plan

Executive Summary

Steve's Livestock Transport 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.

A summary of initial opportunities includes:

- Improving the attraction of persons with disabilities to jobs in our company and the trucking sector.
- Expanding the range and options for accommodation, especially for drivers.
- Better promote the availability of our employee group benefits and our Employee & Family Assistance Plan (EFAP).
- 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 accessibility review to the assessment of facilities, procurement procedures, company programs, new initiatives and on-going services.

Your Input and Feedback

Steve's Livestock 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 use one of the contact methods below. 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.

Contact: Colleen Tesarski – Manager, People and Culture
Mailing Address: P.O. Box 164, Blumenort, Manitoba, R0A 0C0
Email: hr@slt.ca   **Telephone**: 204-326-6380 x2344   **Website**: www.slt.ca

Employment

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

Barrier #1:
Our company continues to face competition for employees and currently is not attracting enough applicants from underrepresented populations such as persons with disabilities.

Actions:

- Enhance the careers section of our website to increase visibility to Canadians with disabilities of the various jobs available in the trucking sector, 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.
- Benchmark current recruitment, selection and onboarding practices against leading accessibility practices in other trucking companies and different industries.

Barrier #2:

There is a need to expand our understanding of the range and variety of accommodation options available to persons with disabilities interested in becoming truck drivers.

Actions:
- Develop a framework that helps managers understand their responsibilities in the accommodation process and guides them in supporting their employees and implementing suitable workplace adjustments.
- Establish a standing Advisory Team consisting of managers, drivers, and persons with disabilities to assess and identify options for a wider range and variety of potential accommodations.

Built Environment

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

Barrier #3:

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

Actions:
- Have Advisory Team provide feedback on additional proposed design changes to the built environment and assign priority for completion.

Information and Communication Technologies (ICT)

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

Barrier #4:

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.
- Train IT employees to increase their accessibility knowledge and learn how to adapt services and improve interactions with persons with disabilities.
- Deliver and promote end-user training on using accessibility features on all available programs.

Communication Other Than ICT

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 #5:
The Company 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

The "procuring (buying) goods, services and facilities" area ensures that accessibility is considered at the beginning of the buying process.

Barrier #6:
Steve's Livestock Transport'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

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:
- Leverage the mandatory requirement to consult with persons with disabilities by creating a forum consisting of employees to provide feedback on the accessibility of all programs, processes, policies and services.
- 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

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 #8:
Entering a transport truck and other warehouse vehicles often poses a problem for drivers over time due to the repetition and height of the steps. For people with motor related disabilities, requiring them to get into a cab can prohibit them from doing their job.

Actions:
- Budget for and carry a small inventory of extended tractor steps and/or folding steps which can reduce the climbing distance to get into the truck cabs or warehouse vehicles.
- Where required, install a swivel seat to improve access to the truck cabs or warehouse vehicles.

Consultations

To align with Steve's Livestock Transport 's commitment to make our workplace environment accessible to all, we have developed our Accessibility Plan in consultation with our employees, including those with disabilities. We gathered feedback and input from our team members and external organizations by:

- Companywide survey.
- Engaging 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. Organizations we reached out to for consultation included:
  - Diabetes Canada
  - Heart and Stroke Foundation of Canada
  - Eastman Immigration Services
  - Manitoba Possible

We will continue to survey employees, including those with disabilities and any working groups that have been developed as part of this Accessibility Plan, to measure progress and ensure that we realize the changes we've set out to achieve.

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."