

Accessibility Plan



General

Executive Summary

Harv Wilkening 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 industry. We will contribute to a barrier free Canada by building an accessibility framework that will support employees and the public we serve, to have the best experience possible with our services, products and facilities.

We recognize that creating a barrier-free environment will be a significant undertaking and will take time, but we are committed to the ongoing identification, removal and prevention of barriers. Harv Wilkening Transport will build on our current efforts through the development of our initial accessibility plan as required under the Accessible Canada Act. The Accessibility Plan will guide our Company towards meeting our accessibility commitments and in building an accessibility confident culture.

To address the gaps in areas, it is important to recognize and understand the needs of those with disabilities. For this reason, this plan was developed in consultation with employees who identify as having a disability through 1-1 interviews, as well as external organizations that serve people with disabilities were also consulted. A summary of initial opportunities include:

Improving the attraction of persons with disabilities to jobs in our Company and the trucking sector.

Being better prepared to provide information in accessible formats when required.

Enhancing processes so there is a more thorough review and “through an accessibility lens” approach to the assessments of facilities, procedures, programs, on-going services and any new initiatives.

Feedback Mechanism

The Company's Corporate Human Resources Department is responsible for the feedback process and progress reporting on this plan. For inquiries or feedback about this plan please contact us in the following ways.

Contact: Corporate Human Resources Department

By Mail: Harv Wilkening Transport
2411 Wentz Ave
Saskatoon SK
S7K 3V6

Email: accessibility@siemenstransport.com

Phone: 306-975-9246

Fax: 306-668-5836

Website: www.hwtransport.com

All individuals can provide anonymous feedback through the above mechanisms.

The Accessibility Plan is available in alternate formats upon request through the above mechanisms.

Statement of Commitment

Harv Wilkening Transport. is committed to working towards a barrier free environment in which our Company and the services we provide are accessible to all, including persons with disabilities.

Human Resources at Harv Wilkening Transport is responsible for the development and coordination of this Accessibility Plan in accordance with regulations under the Accessible Canada Act.

Reporting our Plan

As required by the Accessible Canada Act, we will publish a status report every year. We will also review and update our Accessibility Plan every three years. These annual updates will be done in conjunction with feedback from persons with disabilities to ensure we are progressing towards our accomplishments.

Addressing Areas Identified in the Accessible Canada Act:

Employment

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

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:

Review advertising initiatives and focus efforts towards persons with disabilities, on job sites or through organizations that specialize in assisting persons with disabilities to find employment.

Highlight our commitment to inclusion on job advertising.

Enhance manager/supervising training on accessibility and how they can ensure a barrier free selection and hiring process.

Research industry and other best practices for disability inclusion during recruitment, selection, hiring and onboarding processes.

Barrier #2:

The Company needs to bring awareness to unintended or unconscious biases that affect the recruitment process. These biases can emerge from a lack of awareness and understanding and can influence perception and how candidates are selected.

Actions:

Provide education and training on unintended or unconscious biases.

Barrier #3:

Our onboarding process lacks readily available alternate formats, including testing, which can delay the timely onboarding and hiring of applicants in this competitive industry.

Actions:

Compile a list of alternate onboarding formats along with training for those employees responsible for onboarding to better prepare for providing alternate formats quickly and efficiently.

Built Environment

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

Barrier #4:

Not all access points or areas within the workplace are accessible friendly.

Actions:

Review and respond to accessibility requests, as they are made, while considering the priority, nature and the costs of the request.

Barrier #5:

The majority of the Company’s buildings were purchased a number of years ago.

Actions:

Ensure all future renovations meet current provincial building codes in relation to accessibility.

Prior to renewing lease agreements consider accessibility.

Barrier #6:

Signage in building may not be accessible for people with low vision.

Actions:

Review location of signage to ensure placement in well-lit areas.

Compile a list to help ensure signage is readily available in alternate formats.

Information and Communication Technology (ICT)

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

Barrier #7:

Lack of awareness around accessibility technology and assistance for persons with disabilities in the workplace.

Actions:

Provide training for the IT Department to increase accessibility knowledge and to learn how to adopt services and improve interactions for persons with disabilities when required.

Provide end user training on accessibility features on all accessibility technology.

Provide information to all on how to request accessible technology or alternate formats when needed, such as making fonts larger on computer screens or activating audio.

Communication, other than Information and Communication Technology

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 #8:

No consistent process to ensure alternate formats of communication are available and can be provided.

Actions:

When contracting service providers review contracts or agreements for language around providing alternate formats where appropriate and when needed.

Prepare standard resources and commonly issued Company communications in alternate formats so they are ready to be distributed upon request.

Create a checklist of alternate formats available, and check against communication types including print, large print, braille, audio format, and an electronic format.

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 #9

Procurement processes do not include considerations for accessibility.

Actions:

Review opportunities to include accessibility considerations when specifying requirements or purchasing goods and services.

Work towards considering accessibility, where possible, along with other criteria such as quality and costs on items.

Designing and Delivering 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 start.

Barrier #10:

Currently the approach for ensuring all programs, processes and services have considered accessibility is a part of the Employment Equity Program and may not be getting the “accessibility lens” focus that is necessary.

Actions:

Enhance the current Company Employment Systems Review under the Employment Equity Program using an “accessibility lens” to hone in on accessibility.

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 awareness and education on the Accessible Canada Act and regulations for those whose role is to develop programs, processes and procedures.

Barrier #11:

There may be unintended or unconscious biases when developing new policies, programs or services.

Actions:

Provide bias awareness training for policy makers to help to identify, prevent and remove biases from existing or new programs and policies.

Transportation (not applicable)

Harv Wilkening Transport does not utilize a transportation system, or transportation vehicles as described in the Accessible Canada Act. The definition of transportation described refers to the transportation of people not goods e.g. Buses or Airplanes. For this reason, accessibility with regard to transportation is not included in this plan.

Consultations

To align with the Company's commitment to make our work place accessible to all we have developed our Accessibility Plan; in consultation with; our employees, including those with disabilities. We have gathered feedback and input from our team members and external organizations through 1-1 interviews with employees with disabilities so they can share their feedback and ideas.

Consulted with representation of customers and service.

Reviewed data from the previous year's Company-wide surveys.

Reviewed goals of the employment equity plan, results of the Employment Systems Review, and data from the workforce analysis.

Engaged with external organizations supporting persons with disabilities to understand and seek recommendations for improving accessibility to the workplace. The organizations we consulted were:

- Government of Canada Benchmarking Study of Workplace Accommodations
- Ready, Willing, Able
- SaskAbilities – Partners in Employment

Through these consultations we have learned that there are areas the Company is doing well in as it relates to accessibility. We have also identified actions to be worked on and are committed to working towards improving.

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 persons of all abilities.

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.”