

Accessibility Policy/Plan

1. Scope

This policy applies to all employees, contractors, and visitors of Bushell Transport Co. Ltd. It outlines Bushell Transport Co. Ltd.'s commitment to providing reasonable accommodations for individuals with disabilities in compliance with applicable laws and regulations.

2. Definitions

Accessibility: Ensuring equal access and accommodation for all individuals, regardless of disability

Accommodation: An adjustment or modification made to enable an individual on a reasonable basis with a disability to perform essential job functions or access facilities and services.

Barrier is anything that prevents persons with disabilities from fully and equally participating in Canadian society

Disability: A physical or mental impairment that substantially limits one or more major life activities.

Interactive Process: The collaborative discussion between the employee, their Manager, Director of Safety and Compliance and Human Resources Manager to determine appropriate accommodations.

WCB: Workers' Compensation Board - provincially segregated systems such as WCB Alberta

3. Purpose

The purpose of this policy is to ensure that Bushell Transport Co. Ltd. fosters an inclusive and accessible work environment. We recognize that diversity and inclusion enhance our workforce and contribute to our success. By providing reasonable accommodations, we aim to remove barriers and promote equal opportunities for all employees.

4. Policy

4.1. Accommodation Requests

Employees with disabilities are encouraged to request accommodations promptly. Requests can be made verbally to their immediate supervisor and/or Director of Safety and Compliance. The complaint must be documented and provided to the Human Resources Manager as soon as practicable. Bushell Transport Co. Ltd. will engage in an interactive process to assess the accommodation needs and identify suitable solutions.

Accommodation requests will be treated confidentially, and information related to the disability will be shared only with relevant parties involved in the accommodation process.

4.2. Types of Accommodations

- **Job Modifications:** Adjustments to job tasks, schedules, or workstations.
- **Assistive Devices:** Providing necessary tools or equipment.
- **Language:** Provide information/instruction in a language that is best understood by employee within reasonable limitations.
- **Physical Modifications:** Alterations to the physical environment.
- **Flexible Work Arrangements:** Modified work hours or telecommuting.
- **Training and Awareness:** Ensuring employees understand their rights and responsibilities.

4.3. Responsibilities

4.3.1 Employees with Disability:

- Promptly request accommodations.
- Participate in the interactive process.
- Cooperate with CEO, Director of Safety and Compliance Director, Human Resources Manager, and/or other designee.

4.3.2 Supervisors:

- Engage in the interactive process.
- Implement approved accommodations.
- Maintain open communication.

4.3.3 Human Resources:

- Facilitate the interactive process.
- Document accommodation requests and outcomes.
- Ensure compliance with legal requirements.
- Job Task Analysis may be conducted to determine baseline of changes.

4.3.4 Generalist and IT Coordinator

Train employees on operation of the accommodation

Provide guidance on navigating accommodations on an IT level

Order supplies necessary to accommodate the accessibility needs.

5.0 Steps for Accommodation

1. **Request:** Employee submits an accommodation request.
2. **Assessment:** Human Resources Manager reviews the request and assesses feasibility. The Human Resources Manager will engage with WCB, if required.
3. **Interactive Process:** Human Resources Manager, Director, Safety and Compliance, supervisor, designee, and employee collaborate to find suitable solutions.
4. **Implementation:** Approved accommodations are put into effect.
5. **Review/Feedback:** Accommodations are periodically reviewed and adjusted as needed.

6.0 References

- **Canadian Human Rights Act:** Prohibits discrimination based on disability.
<https://laws-lois.justice.gc.ca/eng/acts/h-6/>
- **Alberta Human Rights Act:** Provides protections for individuals with disabilities.
https://kings-printer.alberta.ca/570.cfm?frm_isbn=9780779845767&search_by=link
- **Workers' Compensation Board (WCB):** Ensures workplace safety and accommodations for injured workers.
<https://www.wcb.ab.ca/resources/for-workers/>
- **Canada Accessibility Act**
<https://laws-lois.justice.gc.ca/eng/acts/a-0.6/page-4.html#h-1153887>
<https://otc-cta.gc.ca/eng/publication/accessible-transportation-planning-and-reporting-regulations-accessibility-plans>