

Accessibility Policy/Plan

Accessibilities 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 accommodation, we aim to remove barriers and promote equal opportunities for all employees.

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 accommodation for individuals with disabilities in compliance with applicable laws and regulations to maintain their dignity and independence.

Definitions

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

Disability: A physical, mental, intellectual, cognitive, learning, communication, sensory impairment, functional limitation – permanent or temporary - impairment that substantially limits one or more major life activities. Substance use disorders are recognized as a disability under the Charter of Human Rights Act.

Interactive Process: The collaborative discussion between the employee, the Development Manager and may extend to the Director, Safety and Compliance and/or CEO to determine reasonable accommodations.

Modifications: make partial or minor changes to improve it or to make it less intense.

Reasonable: A standard of behavior that is acceptable and appropriate in a workplace setting, considering the context and circumstances.

Substance Abuse: We recognize that drug and alcohol addiction is a treatable illness.

Undue Hardship: The limit of an Employer's obligation to accommodate an employee.

Policy

Bushell Transport Co. Ltd. believes in integration and equal opportunity for all employees. We are committed to meeting the needs of the employees with disabilities in a timely manner and will do so by preventing and removing barriers of accessibility and reasonably meeting accessibility requirements. In compliance with the Access Canada Act and Accessible Canada Regulations, and WCB, where applicable, we have consulted with the

employee(s) with disabilities in preparing and reviewing this accommodations plan and post it on our website.

Accommodation Requests

Employees with disabilities are encouraged to request accommodation promptly. Requests can be made verbally (will be documented during the meeting) and documented to the Development Manager, Director, Safety and Compliance and/or CEO. Bushell Transport Co. Ltd. will engage in an interactive process to assess the accommodation needs and identify suitable solutions.

All requests will be handled on a case-by-case basis and Bushell Transport Co. Ltd. will make reasonable efforts to provide accommodation for our employees on a case-by-case basis. However, we recognize that there may be circumstances where accommodation may cause undue hardship to Bushell Transport Co. Ltd. a small employer and as a result we may be unable to provide such accommodations.

Types of Accommodations

- 1. Job Modifications:** Adjustments to job tasks, schedules, or workstations.
- 2. Assistive Devices:** Providing necessary tools or equipment.
- 3. Physical Modifications:** Alterations to the physical environment.
- 4. Flexible Work Arrangements:** Modified work hours or telecommuting.
- 5. Training and Awareness:** Ensuring employees understand their rights and responsibilities.
- 6. Temporary reassignment:** to non-safety-sensitive duties, if applicable.
- 7. External Assistance for Substance Abuse Issues:** Canada Employee Assistance Program (EAP) and Substance Abuse Program.
- 8. Return-to-work Planning:** Scheduling adjustments, medical leave, appointments, etc. Upon completion of a treatment program, we will work with the employee to facilitate a gradual return to work, taking into consideration any ongoing treatment or recovery needs, within reason.

Steps for Accommodation

Employees with disabilities, including drug or alcohol addiction, are encouraged to seek help. If an employee discloses their struggle with substance abuse, we will work with them to provide reasonable accommodation. The steps for accommodation could include:

1. Request: Employee submits an accommodation request to the Development Manager

2. Professional Guidance: The employee returning to work must have a letter from a professional authorizing their return to work or modifications associated with their disabilities. This letter must include any modified work recommendations and reasonable accommodation suggestions to assist the employee.

3. Assessment: Development Manager reviews the request and assesses practicality. The Development Manager will consult with WCB, if required.

a. The nature and cost of the accommodation.

b. The impact of the accommodation on the operation of Bushell Transport Co. Ltd. Including the impact on the ability for other employees to perform their duties, and impact on the ability for Bushell transport Co. Ltd. to conduct business.

c. Financial implication of the accommodation

d. Health and Safety considerations.

4. Interactive Process: Development Manager and the employee, with the potential to consult/involve the Director, Safety and Compliance, supervisor, CEO to collaborate to find the most reasonable and suitable solutions.

5. Implementation: Approved accommodations are put into effect in a timely manner.

6. Review: Accommodations are periodically reviewed and adjusted as needed, with the involvement of the employee(s) with disabilities.

7. Retraining: Some employees may be required to engage in retraining.

While the Accessibilities Act requires Bushell Transport Co. Ltd. to accommodate disabilities, it does not excuse poor job performance or misconduct. As we still have the duty to maintain a safe and productive work environment for all employees. We are committed to reasonably balancing these responsibilities.

Confidentiality

All information related to an employee's disability accommodation will be kept confidential and will only be disclosed to those involved in the accommodation process.