

Accessibility Plan Skelton Canada Inc.

Effective Date: June 1, 2023

Latest Publication Date: November 8, 2023

General

Skelton Canada Inc. 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.

The Company will work to identify and remove barriers, and prevent new barriers, for persons with disabilities as they relate to employment, the built environment, information and communication technologies, communication, procurement of goods, services and facilities, design and delivery of programs and services and transportation at Skelton Canada Inc. This policy outlines the company's accessibility plan and strategy for identifying, removing and preventing these barriers.

- identifying and meeting the accessibility needs of persons with disabilities in an effective, appropriate, and timely manner through compliance with the Accessible Canada Act and its regulations (collectively, the "ACA"); and
- developing an inclusive, barrier-free environment that is guided by the principles of the ACA, which include dignity, independence, integration (except when alternate measures are necessary to meet the needs of persons with disabilities), and equal opportunity.

Feedback

Skelton Canada Inc. is dedicated to receiving and addressing feedback concerning accessibility for individuals with disabilities in Canada. If you have any concerns or suggestions regarding accessibility matters, please reach out to our Human Resources Manager using the contact information provided below:

Attn: HR Business Partner

Phone number: 905 895 6688

Toll free phone number: 1-800-387-9796

Mailing address: 2510 Davis Dr., Sharon, ON, L0G 1V0

Feedback can be provided anonymously if desired. Feedback can be received in the following formats:

- Telephone;
- E-mail;
- Mail;
- By social media Channels (LinkedIn, Facebook, Instagram)

Employment

Skelton Canada Inc. understands 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.

The company has implemented the following policies, programs, practices, and services to identify, remove, and prevent new and existing barriers in relation to employment:

- Human Rights Policy,
- Return to Work Policy,
- Individual Accommodation Plans (developing and monitoring),
- Where necessary, accommodations are being made during the recruitment and selection stages,
- All training and development programs provided will consider an employee's barriers and abilities, and are provided in alternative formats by request,
- The company will ensure employees are aware of policies for employees with disabilities and any changes to these policies as they occur;
- The company will provide the information required to new employees as soon as practicable after they begin their employment. If an employee with a disability requests it, the company will provide or arrange for the provision of accessible formats and communication supports for the following:
 - Information needed in order to perform their job; and
 - Information that is generally available to all employees in the workplace

The company will consult with the employee making the request to determine the best way to provide the accessible format or communication support. Skelton Canada Inc. reserves the right to determine the Accessible Format or Communication Support that will be provided.

The company remains committed to addressing existing barriers and preventing new barriers in employment.

The Built Environment

Skelton Canada Inc. will work to ensure that elements of the built environment, including building interiors and exteriors, are designed to facilitate barrier-free access to goods or services.

The Company does not currently own, develop or maintain public space, but if it does in the future, it will comply with all legal requirements with respect to the built environment and accessibility.

In its existing premises, Skelton Canada Inc. is committed to identifying, removing or remediating, and avoiding barriers to access for persons with disabilities. Skelton Canada Inc. facility contain accessible parking and is working on preparing exterior paths of travel wheelchair accessibility to the facility and restrooms, office signage with braille name tags, and more.

Information and Communication Technologies (ICT)

Skelton Canada Inc. understands that communication to and with the company is vital to an individual's access to the company's goods, services, policies and other information.

To help ensure compliance with these services, the company has implemented the following policies, programs, practices, and services to identify, remove, and prevent new and existing barriers in relation to information and communication technology:

- Upon request, unless deemed unconvertible, the company provides or arranges for accessible formats and communication supports for employees, applicants, or persons accessing the company's goods or services. Such accessible formats and communication supports are conversion-ready and are provided in a timely manner and at no additional cost.
- The company consults with the individual to determine the specific barrier and the best way to provide support.

Emergency Procedures, Plans or Public Safety Information

Skelton Canada Inc. will ensure that all publicly available safety and emergency information, such as evacuation procedures and floor plans, are provided in an accessible format or with appropriate communication supports upon request.

The company remains committed to addressing existing barriers and preventing new barriers in relation to information and communication technologies.

Unconvertible Information or Communications

If it is determined in consultation with the requesting party that information or communications are unconvertible, Skelton Canada Inc. will ensure that the individual who made the request is provided with an explanation and a summary of the information.

Communication Other Than ICT

Skelton Canada Inc. understands that communication to and with the company can take many forms and requires a variety of options to be inclusive of all individuals.

Upon request, Skelton Canada Inc. will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, including employees, in a timely manner that takes into account each person's accessibility needs due to disability and (if applicable) at a cost that is no more than the regular cost charged to other persons.

Skelton Canada Inc. will consult with the person making the request for an accessible format or communication support when determining the suitability of an accessible format or communication support. Skelton Canada Inc. will advise the public about the availability of accessible formats and communication supports with respect to our feedback processes through a notification on our company website.

The Procurement of Goods

Skelton is committed to ensuring that all individuals can obtain the company's goods and services. If and where applicable, Skelton Canada Inc. will ensure that we adhere to the general obligations and specific requirements of applicable accessibility legislation in relation to Skelton's procurement of goods, services and facility.

The company remains committed to addressing existing barriers and preventing new barriers in relation to the procurement of goods.

Services and Facilities

Skelton is committed to ensuring that all its services and facilities are accessible to all individuals.

The company will take the following actions in the short term to address these identified barriers, to be achieved in one year after this plan is published:

- To expand the parking spot for people with disabilities (type A parking spot)
- To build a barrier-free access path of travel to reach a front office.

The Design and Delivery of Programs and Services

Skelton Canada Inc. will make every reasonable effort to ensure that its policies, practices and procedures are consistent with the principles of dignity, independence, integration, and equal opportunity by ensuring that all customers receive the same value and quality.

Transportation

This requirement is not currently applicable to Skelton Canada Inc.

Training

Skelton Canada Inc. understands the importance of ensuring all staff are trained to understand, protect, and deliver access to the company's goods and services to persons with disabilities. Staff receive ongoing training to ensure up-to-date compliance with the laws, regulations, and social expectations regarding accessibility for persons with disabilities.

Glossary

Where used in this Policy, certain terms are defined as follows, pursuant to the ACA:

Barrier: 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 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.