

## INTRODUCTION

The Federal Government passed legislation regarding identifying, removing, and preventing barriers in the workplace which negatively impact persons with disabilities. The

Accessible Canada Act (ACA) and the Accessible Canada Regulations (ACR) require that federally regulated entities prepare and publish accessibility plans which lay out those entities' plan to deal with the requirements in the act. This plan was prepared in response to the requirement.

## GENERAL

Integrity Oilfield Hauling Ltd. (Integrity) is committed to making improvements towards building a barrier free environment for our staff and visitors, including people with disabilities. All Canadians have the right to benefit from our services equally and those who work with us have the right to perform their jobs barrier free. Integrity will contribute to

a barrier-free worksite by:

- working to identify and removing barriers for people with disabilities.
- preventing new barriers for people with disabilities.

## DEFINITIONS

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.

Accessibility Plan: This Accessibility Plan includes an overview of our policies, programs, practices, and services in relation to the identification and removal of barriers and the prevention of new barriers. The Accessibility Plan was prepared and published by June 1, 2024, and will be updated every three years following that, or sooner if necessary.

The Accessibility Plan was developed in consultation with persons with disabilities and indicates how they were consulted. This process is followed for the creation of and any updates to the plan. The Company adheres to all requirements made by regulation in the development and ongoing maintenance of the Accessibility Plan.

## **PUBLISHING AND REVISION**

As required by the ACA, we will publish a status report every year that measures our progress towards our commitments. We will also review and update our Accessibility Plan every three years. Progress Reports and updates to Integrity's Accessibility Plan will be shaped by consultations required within the act.

## **INPUT, FEEDBACK, INQUIRIES**

Integrity welcomes feedback on our Accessibility Plan from the public, employees and our stakeholders. This feedback is a valuable means to assess other accessibility barriers not already identified. People who provide formal feedback will receive acknowledgement of their feedback in the same way it was received unless feedback is submitted anonymously. Anonymous feedback will remain anonymous and confidential unless the person consents to the disclosure of their personal information. Integrity will review the feedback received in good faith and consider steps to address barriers identified in the feedback it receives. Any inquiries and feedback may be directed to:

Contact: Brian Leptich

Contact: Bruce Bayliss

Mailing Address: PO Box 144, Carnduff, Saskatchewan, S0C0S0

Email: [hr@integrityoil.ca](mailto:hr@integrityoil.ca)

Phone: 306-482-3386

### **Alternate Communication Formats**

The Accessibility Plan will be made available in the following formats/versions upon request: Print, large print, braille, electronic, audio. Alternate communication format requests must be directed to the previously named contact. The Accessibility Plan requests will be made as soon as practicable. Audio or braille formats will be provided within forty-five days of receipt of request. All other formats requested will be provided within fourteen business days of when the request was received.

## **CONSULTATIONS**

Integrity has developed our Accessibility Plan through interviews with our employees including those with disabilities who were willing to share their experiences with accessibility barriers. These interviews aided Integrity in gathering information on barriers within our organization.

## EMPLOYMENT

Integrity understands that improving workplace accessibility and ensuring a successful recruitment for applicants with disabilities can contribute to a more diverse and welcoming workplace. Integrity reviews its practices and procedures to identify, remove, and prevent barriers by developing inclusive employment procedures that support people with disabilities. When necessary, accommodations are made during the recruitment stage. Technological and system barriers may exist for employee orientation, training and the development of programs provided by Integrity.

Integrity will review current job application processes for persons with disabilities who experience barriers and evaluate potential alternatives.

Develop formal process for employment candidates to formally request accommodation during the hiring process and incorporate into policy.

Review corporate policies, with the support of the Head Office, that pertain to accommodations for employees and candidates with disabilities and make plans to remove any barriers that are discovered.

Train those responsible for hiring on the barriers that may exist in the hiring, selection and

accommodation process with the support from Integrity's Head Office.

Review human rights policies for improvements with respect to inclusion and accessibility with support from Integrity.

Provide online learning on accessibility and inclusiveness to employees.

Review potential opportunities to establish mentorship for employees that have disabilities.

## TRAINING

Communicate policy and processes to staff upon completion.

Train staff (HR, management, and employees) in executing an accommodation request by an employee or perspective employee.

Responsible Party(s): HSE Advisor/Operations representative will be responsible.

Stated party will seek assistance from management and HR as required.

Timeline: To be completed by the end of the 1st year after publishing the report.

## THE BUILT ENVIRONMENT

Integrity wishes to improve its publicly accessible facilities with a goal of working towards making such facilities free of physical barriers to promote a space of inclusivity. Physical barriers may exist in the Company's offices and facilities that can be improved upon.

- With support from Integrity's Office, the Company will evaluate its offices and facilities to assess the need for further accessibility features.
- Integrity will review and update, as necessary, its emergency and disaster response plans to account for employees and visitors with disabilities.
- Evaluate facilities to verify that smoke, fire and other emergency alarms have visual and auditory signals and assess if improvements are required.

### **INFORMATION AND COMMUNICATIONS TECHNOLOGY**

Integrity recognizes that systemic barriers exist within technology and presumptions made about its use. The company wishes to remove barriers and improve accessibility for employees with disabilities, by making such technology more accessible.

- Add accessibility as an evaluation metric when acquiring or developing new software or technology with support from the Head Office.
- Review website content for any minor barriers, including assessing the following: Text contrast, Text size, Navigation and compatibility with screen readers and Clear formatting.
- Provide guidance and support on the accessibility features of utilized software with existing accessibility features.

### **COMMUNICATION OTHER THAN INFORMATION COMMUNICATIONS TECHNOLOGY**

The Company acknowledges that content and medium are both important in providing accessible communication to its customers, employees, job applicants, suppliers, and any visitors that access the premises. Communication barriers exist in the content and format of online information, in-person interactions and meetings and presentations. One of the Company's goals is to work towards providing more accessible communications.

- Provide training on accessibility and barriers for employees who work on communications, including information on potential different communication styles.
- Evaluate website, social media posts, meetings and presentation conventions and practices to create a plan to address barriers to accessibility if discovered, including assessing the following:
  - Adding alternative text for images.
  - Using high contrast font.
  - Providing transcripts of audio and video posts, where appropriate.
- Review virtual meeting practices for accessibility, including the provision of presentations and real time transcripts, and considering alternative means of communication.
- Review orientation processes and resources for new employees for improvements to accessibility, with the support of Corporate Office.

## PROCUREMENT OF GOODS, SERVICES, AND FACILITIES

Procurement practices have the potential to be subject to unconscious bias and systemic barriers. It is the Integrity's goal to consider accessibility in its procurement processes where possible.

- Review procurement practices and improve, where reasonable and applicable, to consider accessibility in the purchase of goods, services and the use or purchase of facilities.

## TRANSPORTATION

Integrity is a commercial carrier who hauls commodities for customers and do not offer or provide transportation services to people for the purpose of transporting individuals for a fare. This means that standards for transportation defined in the Accessible Canada Act are not in the scope of this Accessibility Plan.

## ADDRESSING AREAS IDENTIFIED IN THE ACCESSIBLE CANADA ACT (ACA) DISABILITIES

Barrier Identified:

- **Parts Manager** has hip and knee dysplasia. His office was located on main floor and he had to climb a flight of stairs to the parts department.

Action Toward Improvement:

- Moved the parts manager to the parts floor. Looking at putting in a lift for his disability.

Barrier Identified:

- **Driver** twisted his knee when he jumped from the back of his pickup. Needed crutches to help get around.

Action Toward Improvement:

- Allowed driver to supervise work in the shop.

Barrier Identified:

- **Pilot Driver** has an injured rotor cuff and can't lift her arm above her shoulder. She can't put up the Hazard lights or wash the truck.

Action Toward Improvement:

- Have other drivers help put up lights and rig moving signs. Have a shop hand wash her truck.

Barrier Identified:

- Pilot Driver has a dislocated hip and has a hard time getting into the pilot truck.

Action Toward Improvement:

- Supply a stool for him to step on and a rope to pull it inside the truck.

Barrier Identified:

- Delivery man has an injured back and needs to deliver parts upstairs

Action Toward Improvement:

- Have young shop men carry the parts upstairs.
- 
- Looking for an electric lift to carry parts to the second floor.

## CONCLUSION

We acknowledge we have opportunities for improvement to accessibility. This plan and subsequent plans will assist us in taking meaningful actions to identify, remove and prevent barriers.