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PRIMEMAX ENERGY INC. 2024-2026 ACCESSIBILITY PLAN

GENERAL

EXECUTIVE SUMMARY

Primemax Energy is committed to creating 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 trucking sector. We will contribute to a barrier-free Canada for everyone 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.

Creating a barrier-free environment takes time and we are dedicated to identifying, removing, and preventing barriers. Primemax Energy will build on our current efforts by developing our initial Accessibility Plan as required under the Accessible Canada Act. This Accessibility Plan will guide our organization in meeting our accessibility commitments and building an accessibility-confident culture.

To address gaps in these 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 via an employee survey.

YOUR INPUT AND FEEDBACK

Primemax Energy welcomes feedback on our Accessibility Plan from the public, employees, and our stakeholders. This feedback is valuable as it helps us break down accessibility barriers and build on our commitment to accessibility and inclusion.

If you have an inquiry or feedback, please use one of the contact methods below. We will respond to all feedback in a timely manner. If you require support while providing feedback let us know and we will do our best to accommodate your needs.

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[About | Primemax Energy](#)

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STATEMENT OF COMMITMENT

At Primemax Energy we are committed to making our organization and the services we provide accessible to all, including persons 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 free of barriers.

REPORTING OUR PLAN

As required by the Accessible Canada Act, we will publish a status report every year that measures our progress against our commitments. We will also review and update our Accessibility Plan every three years. Progress Reports and updates to our Accessibility Plan will be shaped by consultation with persons with disabilities.

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 all.

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.”

ADDRESSING AREAS IDENTIFIED IN THE *ACCESSIBLE CANADA ACT*

In accordance with the Accessible Canada Act, we have thoroughly identified barriers within our organization that impede accessibility in the seven key areas outlined in Section 5 of the ACA. Firmly believing in the importance of equal access and participation, we are committed to taking proactive steps to address these barriers and ensure an inclusive experience for everyone.

EMPLOYMENT

The "employment" area ensures that candidates, employees with disabilities, and those who experience barriers are supported throughout the entire employment lifecycle.

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:

- Enhance the careers section of our website to increase visibility to Canadians with disabilities of the various jobs available in the trucking sector, highlighting our commitment to their inclusion in our workforce.
- Educate hiring managers on accessibility and how they can ensure a barrier-free hiring, selection, and accommodation process.
- Benchmark current recruitment, selection, and onboarding practices against leading accessibility practices in other trucking companies and different industries.

Barrier #2:

We recognize the necessity of establishing a process for requesting accommodations and enhancing our communication methods to ensure individuals are fully informed about the wide array of available accommodations.

Actions:

- We will create comprehensive guidelines and documentation that clearly detail the accommodation process, including necessary forms, timelines, and responsibilities for all parties involved. This resource will serve as a valuable reference for employees, managers, and HR, ensuring consistency and clarity throughout the entire accommodation process.
- We will enhance our onboarding package by adding a dedicated section on accommodation. This section will offer clear and concise information about our commitment to providing reasonable accommodations, detail our accommodation policies, explain the process for requesting accommodations, and highlight the resources available to support employees throughout their accommodation journey.

BUILT ENVIRONMENT

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

Barrier #3:

Some spaces within the office may limit the mobility of employees and visitors with disabilities.

Actions:

- Automate door openers in the Company's primary pathways.

- Establish a standing advisory committee of internal stakeholders to provide feedback on additional proposed design changes to the built environment and assign priority for completion.

Barrier #4:

Certain areas within the office may have dim lighting, which can be challenging for employees with low vision.

Actions:

- Assess lighting throughout the office and determine areas requiring more lighting.

INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT)

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

Barrier #5:

Many of the tools and software used in the company have accessibility capabilities that are not being used in an accessible way.

Actions:

- Take an inventory of IT systems used by the company to measure accessibility capabilities.
- Progressively introduce new accessibility functionality to IT systems.

Barrier #6:

The inaccessibility of technologies in commonly used meeting and collaboration spaces can limit the ability of facilitators and attendees to participate meaningfully.

Actions:

- Review the technology used in common conference, learning, and meeting spaces to ensure that it meets a high level of accessibility and respects all legal and policy requirements.

COMMUNICATION OTHER THAN ICT

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 #7:

The Company does not have a consistent process to ensure alternate formats of communication that it issues to employees and other stakeholders are available and provided in a timely manner.

Actions:

- Identify service providers and develop contracts or agreements to create alternate formats, where appropriate and when needed.
- Prepare standard resources and commonly issued company communication in alternative formats so that they are ready to be distributed upon request.
- When asked, we commit to providing these alternate formats as soon as possible and within time frames listed in the Accessible Canada Regulations:
 - print
 - large print
 - braille
 - audio format
 - an electronic format that's compatible with adaptive technology meant to help people with disabilities.

We are committed to correcting this gap by implementing a system that guarantees accessible communication options when needed.

Barrier #8:

We have identified an absence of plain language within communications.

Actions:

- We intend to explore plain language principles and best practices through research.
- Additionally, we will assess our current communications to discover opportunities for integrating plain language.

PROCUREMENT OF GOODS, SERVICES AND FACILITIES

The “procuring (buying) goods, services, and facilities” area ensures that accessibility is considered at the beginning of the buying process.

We have not identified any barriers in our procurement practices that hinder accessibility.

DESIGN AND DELIVERY OF 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 very start.

Barrier #9:

Currently, there is no standard approach for ensuring all programs, processes, and services have taken accessibility into account.

Action:

- 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 training on the Accessible Canada Act and Accessible Canada Regulations for those whose role is to develop programs, processes, and procedures.

TRANSPORTATION

This area of focus in the Accessible Canada Act covers the transport of people and goods. Vehicles that are used by organizations and regulated by the federal government must take into consideration barriers to operation and provide accommodation to the employees operating the vehicles as needed.

Barrier #10:

Entering a transport truck often poses a problem for drivers over time due to the repetition and height of the steps. For people with motor-related disabilities, requiring them to get into a cab can prohibit them from doing their job.

Action:

- Budget for and carry a small inventory of extended tractor steps and/or folding steps which can reduce the climbing distance to get into the truck cabs.

CONSULTATIONS

To align with Primemax Energy's commitment to making our workplace environment accessible to all, we have developed our Accessibility Plan in consultation with our employees, including those with disabilities.

We collected feedback and insights from our team through a company-wide anonymous survey. Following this, we will schedule one-on-one meetings with employees who have identified as disabled and expressed a willingness to participate in the process.

We will continue to survey employees, including those with disabilities and any working groups that have been developed as part of this Accessibility Plan, to measure progress and ensure that we realize the changes we've set out to achieve.