



## Accessibility Plan – Progress Report

May 30, 2025

### General

The HR Coordinator for Konink Logistics Inc. will be responsible for maintaining and updating the “Accessibility Plan”.

**Progress Update:** After the plan being in place, we’ve found no need to change the communication process as of May 2025.

The feedback process will be accepted in the following formats: in-person, by telephone, by e-mail, by regular mail, via the company website or any other method identified. Feedback will be received by the HR Coordinator using the contact methods listed below. They will respond within 24 hours confirming receipt and next steps to investigating/resolving identified barriers to accessible service.

Erin Borris, HR Coordinator  
9-45<sup>th</sup> Parallel Drive, P.O. Box 99  
Ingleside, ON K0C 1M0  
By Phone: 613-537-3010  
By E-mail: [erin@koninkl.com](mailto:erin@koninkl.com)  
Website: [www.koninkl.com](http://www.koninkl.com)

If requested, the plan may be provided in alternate formats such as audio files, large print, and braille.

### Accessibility Statement

When asked, we will provide information and communication materials in accessible formats or with communication support. This includes publicly available information about our goods, services, and facilities, as well as publicly available emergency information.

Konink Logistics will notify the public and staff that, when requested, we will accommodate disabilities during recruitment, assessment processes, and when people are hired. We will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces.



If needed, we will provide customized workplace emergency information to employees who have a disability. If using performance management, career development and redeployment processes, we will consider the accessibility needs of employees with disabilities.

**Progress Update:** As stated, due to CTPAT regulations the public is not permitted access to the facility. Nothing to report currently.

### **Resolution of Potential Barriers**

**a) Employment:**

All policies in place promote dignity and independence for people with disabilities. All employees have the right to seek specialized technology or support required to do their jobs with ease.

**Progress Update:** The only change, adaptive desk riser were introduced to prevent fatigue and inactivity for the betterment of the team's overall health, otherwise, nothing to report.

**b) The Built Environment:**

All buildings on Konink company property are accessible only to bonded employees in accordance with C-TPAT regulations. The facility is easily accessible, even to those with mobility restrictions and aids.

**Progress Report:** Status Quo

**c) Information and Communication Technologies:**

**c.1) Communication, other than information and communication technologies:**

Standard business practices do not require alternative methods of communication. However, if at any point they are required, the company will purchase, access, and implement whatever necessary to meet the needs of business partners, visitors and / or employees.

**d) The procurement of goods, services, and facilities:** N/A – based on nature of business.

**e) The design and delivery of programs and services:** N/A – based on nature of business.

**f) Transportation:** N/A – based on nature of business.

**Progress Report:** Status Quo



### **Consultations**

The consultation process was conducted with employees, including those with disabilities, and shareholders, local businesses due to the limited access to our facility, which is regulated CTPAT. The process was conducted in person, using an accessibility questionnaire.

The results of the questionnaire confirmed accessibility to the facility is adequate for all individuals regardless of ability. We did, however, identify a few areas of improvement. Reinforced bars will be mounted in both restrooms, and alternative communication methods will be retained for use upon request as needed.

**Progress Report:** We did make changes to the staff parking arrangements to ensure visitors can park on the paved portion of the driveway. Signs if required shall be purchased. This encourages ease of building access. Plus, they must buzz to enter the building for security, and this allows us the opportunity to assist visitors with access if required.

### **Training**

All employees, during on-boarding will receive a copy of the Accessibility Plan, Accessibility Policy and will complete the on-line training modules via <https://accessforward.ca>.

Training will be revisited and provided as policy changes.

**Progress Report:** Training protocols remain the same, except and the annual safety meeting where Accessibility Training for the staff will take place annually as a group.

### **Accessibility Plan Update**

This plan will be reviewed monthly and updated as required.