



## Accessibility Plan

May 30, 2024

### General

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

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 to 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.

### Executive Summary

Konink Logistics Inc. is committed to improving accessibility. We will put the following policies into practice as required by the Accessibility for Ontarians with Disabilities Act. We are committed to training staff on Ontario's accessibility laws and on accessibility aspects of the Human Rights Code that apply to persons with disabilities. We are committed to meeting the needs of people with disabilities. We will consult with people with disabilities to determine potential mobility and communication requirements whilst at our business.

Training will be provided in a way that best suits the duties of employees, volunteers, and other staff members.



## 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.

## 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.

### **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 aides.

### **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.



### **Consultations**

The consultation process was conducted with employees, including those with disabilities, and shareholders, business 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. They are as follows: Wheelchair accessible parking signs will be posted at the main entrance, reinforced bars shall be mounted in both restrooms, and alternative communication methods will be retained for use upon request as needed.

### **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.

### **Accessibility Plan Update**

This plan will be reviewed monthly and updated as required.