



Accessibility Plan (2024)

In Response To The Accessible Canada Act

May 2024

General

This Accessibility Plan, for Rudy Agro Ltd of Saskatchewan, has been created by the Human Resources Department in conjunction with Operational Resources. All enquires and feedback on this plan should be addressed to:

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Executive Summary

Rudy Agro Ltd. is a small agricultural seed cleaning plant of about 25 employees, located in a rural area in Saskatchewan. We buy, process and export agricultural products around the world.

The goal of the Accessible Canada Act is to make Canada barrier-free by January 1, 2040. This means identifying, removing and preventing barriers to employment, in federal regulated businesses.

Federally regulated businesses are required to create a plan to address any barriers in the following prescribed priority areas:

- employment
- built environment
- information and communication technology
- communication, other than information and communication technology
- procuring goods, services and facilities
- designing and delivering programs and services
- transportation

Rudy Agro's plan identifies both goals and potential actions that can be taken to make steps toward becoming more accessible. Rudy Agro Ltd is committed to working with our senior leaders, employees, and other stakeholders to create a workplace that is accessible, in the spirit of the Accessibility Canada Act.

We are committed to gathering feedback; working with stakeholders and people with disabilities as we:

- Evaluate our Facilities for Accessibility;
- Identify Gaps in Safety, Diversity, Equity, Inclusion and Accessibility;
- Improve our environment toward creating and maintaining an accessible workplace; and
- Develop and/or Promote Training on Accessibility Topics.

By doing this we will become more accessible and strengthen our organizational culture. Lastly, we are also committed to Canada's Disability Inclusion Action Plan and will continue our history of being an employer of choice, in our community.

Accessibility Statement

At Rudy Agro Ltd, we pride ourselves on offering a diverse organization that is welcoming to women, visible minorities, indigenous peoples and persons with disabilities. To accomplish this diversity, we consider accessibility for all people, in our employment practices, physical environment, employee safety and knowledge sharing. It is through this lens that we become a better employer, organization and business partner.

Accessibility Plan and Process

In keeping with the best practices identified in the Accessibility Canada resources provided, the following is the Rudy Agro Ltd initial Accessibility Plan (2024).

Rudy Agro Ltd is committed to building and maintaining an Accessible workplace because we know our employees are key to our success. We will achieve this goal by identifying barrier, designing thoughtful accessibility and engaging stakeholders. For the purpose of this plan, this will be the process:

- Step 1 – Create Goals for each prescribed accessibility area
- Step 2 – Evaluate the Environments, Identify Barriers and Scope Improvements
- Step 3 – Determine and Implement Potential Improvements
- Step 4 – Re-evaluate the Environment and report every 3 years

After an initial review of information about our workplace, we have designed an initial Accessibility Plan (2024). For each of the *prescribed* priority areas listed below, a goal and possible improvement actions have been created:

1. employment
2. built environment
3. information and communication technology
4. communication, other than information and communication technology
5. procuring goods, services and facilities
6. designing and delivering programs and services
7. transportation

Over the next 3 years (2024 to 2027) between our initial Accessibility Plan launch and the first reporting period, Rudy Agro Ltd will use this process to make appropriate improvements. We will also review federal and provincial accessibility grant programs to help fund improvements to accessibility. Our overall goal is to: Improve accessibility while improving our business. Accessibility and our business success are tied together through our people.

Employment

Rudy Agro Ltd is committed to removing employment, recruiting and employee development barrier for all employees and their success. Through our accessibility statement, we will develop a strategy to ensure employment accessibility for people with disabilities, resulting in the opportunity for a continued diverse workforce. We recognize however, due to the nature and remote location of our operations, it may be challenging to implement certain accessibility features.

Goal:

To ensure Rudy Agro Ltd is Accessible to people with disabilities, in the communities surrounding our operations, we will become barrier-free in employment practices and workforce composition. This will be evident through our diverse workforce.

Action Plan:

We will achieve this goal by maintaining policies and procedures that reflect federal employment standards and regulations. Along with using existing tools to ensure a Safe, Diverse, Equitable, Inclusive and Accessible workplace. This will also includes:

- reviewing our staffing processes and educating stakeholders on a Safe, Diverse, Equitable, Inclusive and Accessible workplace;
- promoting existing resources such as our health benefits plan to encourage a healthy workforce;
- holding targeted recruitment processes for women, visible minorities, indigenous peoples and people with disabilities when needed;
- evaluating current hiring practices and making changes to reduce barriers that impact women, visible minorities, indigenous peoples and people with disabilities;
- evaluating and improving our employee onboarding process for accessibility barriers and to make sure new employees know about our accessibility tools and resources that can help them;
- review our duty to accommodate processes, including 1) adaptive tools pre/post employment requests and 2) leaves of absences.

Other Considerations:

- Determine the accessibility training needs of the business;
- Train employees and supervisors in accessibility consideration that are within the scope of their job;
- Maintain an inclusive and diverse workforce that respects everyone;
- Encourage employees to self-identify as members of employment equity groups to make sure that we have accurate data; and
- Use a rigorous process to investigate safety, discrimination, conduct, values and ethics claims.

The Built Environment

Rudy Agro Ltd operates industrial facilities that clean and process agricultural seeds. Our processing facilities are built largely of steel rigging which is often open to weather elements. This will greatly impact physical accessibility. However, we will assess our physical built environment to ensure that reasonable accessibility issues are improved.

Goal:

To assess and improve reasonable accessibility, to the built environment of Rudy Agro Ltd facilities. This will be evident in accessibility and adaptive features of the workplace.

Action Plan:

- Over the next 3 years, do an environmental scan and work with physical and mental disability stakeholders, to assess our facilities for improved accessibility.
- When designing and updating work-spaces, we will consult with people with disabilities, to ensure functionality and usability of accessibility elements.
- Create a list of available adaptive and accessibility tools and resources.
- Provide appropriate safety training, including accessibility and accommodation options.

Other Consideration:

- Evaluate the environment and signage for key features like accessible parking spaces, travel pathways, entrance doors, service desks, evacuation plan, washrooms etc.
- Consider upgrading to large, high contrast text safety signage, when possible and appropriate.
- Ensure outdoor walk-ways are clear and level.
- Ensure that removing snow and ice from walking pathways is prioritized.
- Evaluate shared employee spaces for accessibility features.
- Evaluate restrooms for accessible toilets, sinks, grab bars, and paper dispensers.
- Make sure our facilities have reliable internet service and Wi-Fi.

Information and Communication Technology

As society relies more and more on sharing and communicating information digitally, we will work to make sure that accessibility is considered. We want to make sure that employee and employment information and communication technology products, services and digital content can be accessed and used by all who need it.

Goal:

To provide information technology access to all employees and to use information Technology, where needed, to improve accessibility and adaptivity. This will be evident through improved technology literacy and leveraging information technology in accessibility.

Action Plan:

- Seek feedback from our diverse workforce, regarding adaptive and accessibility information technology needs.
- Assess the need for adaptive and accessibility information technology.
- To make sure there's barrier-free access to our information and communication technology for jobs that require it.

We are committed to:

- creating a list of available adaptive and accessibility information technology tools;
- developing accessibility training sessions for employees and leaders; and
- consulting existing employees with disabilities, to learn about the barriers they face that impact their ability to be successful at their job.

Communication, other than Information and Communication Technology

Rudy Agro Ltd is a low technology organization. Communication is conducted largely in print and verbal. When asked, we are committed to providing alternative formats, within time frames listed in the Accessible Canada Regulations, such as:

- Print
- Large Print
- Spoken Word (or Audio/Video recording)

Goal:

To provide communication to all employees in the format best suited to them and to improve accessibility / adaptivity communication tools.

Action Plan:

- Assess the need for adaptive and accessibility communication tools

We are committed to:

- creating a list of available adaptive and accessibility communication tools and
- when asked, we commit to assessing or providing these alternative content formats to employees: large print and audio/video formats

Procuring Goods, Services, and Facilities

Procurement, as both a function and the products we source, are important accessibility considerations. The function of procuring goods and services should be mindful of accessibility.

Goal:

Rudy Agro Ltd will consider the accessibility nature of partners and the good and services they provide. This will be evident in considering and purchasing good and service that have accessibility features.

Action Plan:

We will make sure our partners and clients consider accessibility requirements at the start of a procurement process. This will help make sure goods and services will be accessible and help the procurement process support Accessibility Standards.

To make sure that we practice accessible procurement, we will:

- Create a standard list of available partners, goods and services, along with adaptive and accessibility tools, that may be purchased and
- Consider large print contracts for supplier, when asked.

Designing and Delivering Programs and Services

We are committed to reviewing and developing, internal and external, products and services through an accessibility lens. Whether it is working with employees, suppliers, customers or producers, there are accessibility considerations that can improve our service.

Goal:

Our programs and services are designed and delivered in a way that everyone can access, especially people with disabilities. We make sure that everyone who interacts with us, is satisfied with the accessibility of our programs and services.

Action Plan:

To achieve this goal we will:

- Consult people with disabilities when we develop or review programs or services;
- research and review accessibility standards and how they can impact our workplace; and
- evaluate accessibility considerations relative to business imperatives such as food safety regulations and grain processing regulations, established by either industry or legislation.

Transportation

Transportation in our business is vital to all we do. This includes transportation to our facilities by employees, stakeholders and producers and transportation of finished product to customers.

Goal:

By understanding the matrix of transportation in our business, ensure that facilities are accessible for stakeholders.

Action Plan:

To achieve this goal we will:

- Review and evaluate all types of transportation that impact our business, for accessibility considerations;
- Educate staff where needed about the accessibility consideration of transportation;
- Maintain facilities and grounds, to ensure safe people and motor vehicle accessibility; and
- Research governmental programs that may improve transportation accessibility.

Consultations

As we are located in a remote rural area, our access to disabled individuals is very limited. In preparation for our Accessibility Plan we contacted Inclusion Saskatchewan about the employment accessibility needs of their clientele. We followed this up with an interview with one disabled employee. This helped shape some of our Accessibilities Plan Goals. To further ensure success in implementing our Accessibility Plan, we will continue to develop our organization's culture by:

- Including people with disabilities and teaching employees about the barriers they face.
- Use best practices, research, and guidelines from the Treasury Board Secretariat and other Government of Canada Accessibility resources.
- Provide staff with equity, diversity and inclusion training.

We will also commit to, throughout the Accessibility plan, consultations to provide both feedback and validation.

- We commit to identifying women, visible minorities, indigenous peoples and people with disabilities stakeholders that can be relied on to provide advice and feedback on accessibility consideration.
- We will conduct an employee level accessibility survey to collect information about our workforce.
- We will conduct annual accessibility audits to ensure that accessibility standards are maintained, new issues are identified and status of improvements are recorded.
- We will engage our leaders in understanding and championing accessibility through engagement meetings.

Employees and other stakeholders may seek additional information, ask questions or provide feedback regarding this plan, in writing by email to richardc@rudyagro.ca.