



# Fednav Limited Accessibility Plan

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2023

# Fednav Limited Accessibility Plan

## Executive Summary

Fednav Limited is committed to building a culture of inclusivity and accessibility. We believe that our accessible workplace benefits everyone, including those with disabilities. It fosters a more diverse and innovative workforce, enhances employee satisfaction, and improves our overall performance. This Accessibility Plan guides our organization in meeting our accessibility commitments and building an accessibility-confident culture.

## Accessibility statement

We are committed to making our organization accessible to all, including persons with physical, sensory, cognitive, and mental health disabilities.

Here are some of the actions we have or are in the process of putting in place.

### 1. Employment

Emphasize our commitment to the inclusion of all individuals, including those with disabilities, in our job postings. We recognize the unique value each person brings to our workforce.

Review our current recruitment process and implement changes (if necessary) to ensure it is as inclusive and accessible to all.

### 2. Built Environment

Automatic doors were installed to access the common office areas, such as the entrance, the cafeteria, and all bathroom entrances.

### 3. Information and Communication Technologies (ICT)

Develop and promote guidance and training documents for persons with disabilities (e.g., making items larger on a screen, activating reader on MS Word, activating closed captioning on MS Teams, etc.).

Offer IT training on using accessibility features on all available programs. Take an inventory of IT systems used by the company to measure accessibility capabilities. Progressively introduce new accessibility functionality to IT systems.

#### **4. Communication (other than ICT)**

Identify different accessibility solutions for company-wide communications. When asked, provide alternate formats within the time frames listed in the Accessible Canada Regulations. Alternate formats include:

- Print
- Large Print
- Braille
- Audio Format
- An electronic format compatible with adaptive technology

#### **5. Procurement of Goods, Services and Facilities**

Review the procurement process to ensure it includes accessibility checks when buying goods and services.

#### **6. Design and Delivery of Programs and Services**

Develop and promote guidelines on how to apply an accessibility lens when reviewing company policies, programs, and services.

Create an accessibility checklist to help ensure key accessibility considerations are considered.

#### **7. Transportation**

Transportation standards are outside the scope of this plan because Fednav Limited does not coordinate a transportation system or fleet of vehicles as defined in the Accessible Canada Act.

**NOTE:** For this purpose, transportation refers to the transportation of people (e.g., buses or airplanes), not goods.

### **Consultations**

Fednav consulted employee representatives to develop this Accessibility plan, including those with disabilities.

We gathered feedback by: Sharing the full details with an internal Health and Safety committee of employees and managers. Individual interviews with employees with disabilities so that they can share their feedback and ideas.

We are committed to achieving the objectives outlined in our Accessibility Plan. We will continue to explore new avenues to enhance accessibility for all, ensuring that everyone can fully engage with our organization.

**Contacts**

If you have any questions or recommendations regarding this plan, please contact:

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