

ACCESSIBILITY PLAN

JUNE 1, 2024

1 GENERAL

Federally regulated employers, with an average of 10 or more employees, are subject to the Accessible Canada Act (Act) and its regulations. Besco Grain, Ltd. (“Besco”) has designated Jamie Stelmachowich and Sheri Ewert to receive feedback on barriers and Besco’s accessibility plans. Feedback can be sent to:

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Box 1390, Carman, MB R0G 0J0
204.745.3662
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1.1 Executive Summary

Besco understands that creating a barrier-free environment is an ongoing process and we will build on our current efforts through the development of our initial Accessibility Plan as required under the *Accessible Canada Act*. This Accessibility Plan is designed to guide Besco in meeting our accessibility commitments.

In preparation of this Accessibility Plan, we requested employee feedback regarding accessibility barriers via a notice posted in the breakroom and individual discussions. Employees did not note any barriers to accessibility. Additionally, we consulted with the Manitoba League of Persons with Disabilities (MLPD). After conducting an initial observation of the physical facilities and an initial review this draft Accessibility Plan, MLPD verbally noted that there were no barriers to accessibility that required immediate change.

1.2 Accessibility Statement

Besco strives to be accessible to all persons with disabilities while also complying with applicable safety regulations.

1.3 Timeline

Besco will endeavor to implement the actions described in this Accessibility Plan within a reasonable timeframe as resources permit.

1.4 Roles and Responsibilities

Besco’s Operations Manager and Health & Safety Representative will oversee implementation of this Accessibility Plan with support from applicable department staff.

1.5 Determining and tracking intended outcomes.

As required by the *Accessible Canada Act*, we will publish a status report every year that shows our progress on our designated actions. We will review and update our accessibility plan every three years.

2 EMPLOYMENT

2.1 Barrier #1

Besco continues to face competition for employees and currently is not attracting enough applicants from underrepresented populations, such as persons with disabilities.

Actions	Timeframe
Consider enhancing the careers section of our website to increase visibility to persons with disabilities of the various jobs available in the manufacturing sector, highlighting our commitment to their inclusion in our workforce.	2024-2025 or as budget and resources permit
In consultation with legal counsel, educate hiring managers on accessibility and how they can ensure a barrier-free hiring, selection, and accommodation process.	Ongoing

2.2 Barrier #2

There is a need to expand our understanding of the range and variety of accommodation options available to persons with disabilities interested in working at Besco.

Actions	Timeframe
Seek input from Manitoba League of Persons with Disabilities and review feedback.	In process
In consultation with legal counsel, educate hiring managers on accessibility and how they can ensure a barrier-free hiring, selection, and accommodation process.	Ongoing
Continue to ensure that policies and training materials, including the Employee Handbook and accompanying documents, facilitate accessibility and ensure a barrier-free employment experience.	Ongoing

3 BUILT ENVIRONMENT

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

3.1 Barrier #3

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

Actions	Timeframe
Seek input from Manitoba League of Persons with Disabilities and review feedback.	In process
Consider possible facility improvements that enhance accessibility when evaluating expansions, renovations, and other property improvement projects.	As applicable and budget permits

3.2 Barrier #4

Safety signage in our buildings and manufacturing facility is not accessible for people with low vision.

Actions	Timeframe
Install signs with tactile and Braille text in key locations throughout the office locations where customers and visitors have access.	As budget permits

4 INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

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

4.1 Barrier #5

Current ICT, including the website, is not fully accessible.

Actions	Timeframe
Consult with ICT service providers on ways to increase Besco’s accessibility knowledge and improve interactions with persons with disabilities.	2024-2025 or as budget and resources permit
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.).	2025 or as budget and resources permit
Develop accessibility guidance checklists and documents for employees that are building or procuring information technology.	2026 or as budget and resources permit

5 COMMUNICATION (OTHER THAN ICT)

This area requires that organizations provide barrier-free access for the public, customers, and employees to all the communications that Besco produces for this audience.

5.1 Barrier #6

Besco does not have a consistent process to ensure alternate formats of communications to employees and other stakeholders are available and provided in a timely manner.

Actions	Timeframe
Identify service providers and develop contracts or agreements to create alternate formats, where appropriate and when needed.	2024-2025 or as budget and resources permit
When asked, we commit to providing these alternate formats as soon as possible and within time frames listed in the <i>Accessible Canada Regulations</i> : print, large print, Braille, audio format, an electronic format that’s compatible with adaptive technology meant to help people with disabilities.	As applicable

6 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.

6.1 Barrier #7

Currently there is no standard approach for ensuring the procurement of goods, services, and facilities have taken accessibility into account.

Actions	Timeframe
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Consider including accessibility considerations into procurement templates (e.g., requests for proposals) so they inform the selection of external vendors, products, and services that will abide by the requirements of the <i>Accessible Canada Act</i> .	2024-2025 or as budget and resources permit
Consider revising contracts, as relevant and permissible by applicable regulations, to include provisions ensuring that suppliers comply with the requirements of the <i>Accessible Canada Act</i> .	2024-2025 or as budget and resources permit

7 DESIGN AND DELIVERY OF PROGRAMS AND SERVICES

When designing and delivering Besco's internal and external programs and services, accessibility considerations must be part of the process right from the very start.

7.1 Barrier #8

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

Actions	Timeframe
Consider and incorporate, as appropriate, updates to Besco's policies and programs that enhance accessibility.	Ongoing
Review accessibility considerations as new programs, services, and facility improvements are implemented.	Ongoing

8 TRANSPORTATION

Besco does not coordinate a transportation system, or a fleet of transportation vehicles as defined in the *Accessible Canada Act*. This means that standards for transportation are not in the scope of this plan. "Transportation" for this purpose refers to the transportation of people not goods (for example, buses or airplanes).

9 CONSULTATIONS

We posted a notice to employees seeking participation in consultations and reached out to specific employees for input. We did not receive input on barriers from employees. We contacted the Manitoba League of Persons with Disabilities regarding consultation services and are in the process of evaluating scope and fees associated with these consultations.

10 GLOSSARY/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 persons of all abilities.

"Besco" means Besco Grain Ltd.

"Besco Employee" means an employee employed and paid directly by Besco Grain Ltd.

"Barrier," as defined by the *Accessible Canada Act*, means "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,” as defined by the *Accessible Canada Act*, means “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.”