

## Linamar Transportation ACA Accessibility Plan

### General

Linamar Transportation is committed to fostering a culture of inclusivity and accessibility. Accessibility is not only a fundamental part of who we are, it is also essential to our continued growth and competitiveness as an employer in the transportation. We believe that expanding access for all strengthens our workforce, our services, and our ability to serve the public effectively.

Our goal is to contribute to a barrier-free Canada by establishing a strong accessibility framework that ensures all individuals, including employees, customers, and members of the public, can engage with our services, products, and facilities in a way that is equitable and inclusive.

We recognize that building a barrier-free environment is a long-term commitment. We are dedicated to the continuous identification, removal, and prevention of barriers throughout our organization. The development of our this Accessibility Plan, in alignment with the requirements of the *Accessible Canada Act (ACA)* and the *Accessible Transportation for Persons with Disabilities Regulations (ATPDR)*., is a key step in advancing this work.

This Accessibility Plan will serve as a roadmap to guide our organization in meeting its accessibility commitments and in cultivating a workplace culture that is confident, informed, and inclusive in its approach to accessibility.

Understanding and addressing the experiences of persons with disabilities is essential to this process. To that end, this plan was developed through direct consultation with employees who identify as having a disability. Engagement methods included employee interviews and roundtable discussions. We strive to continue these consultations and involve external organizations that support persons with disabilities to

This plan will be reviewed and updated every three years, ensuring that we stay aligned with evolving accessibility standards and best practices.

### Feedback Process

Those wishing to provide feedback to Linamar Transportation regarding this Accessibility Plan or other ACA initiatives may do so through the following methods. All feedback will be responded to in a timely and thorough manner.

*Mail:* c/o Roxanne Rose  
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Guelph, ON  
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*Phone:* 519-836-7750

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*In-person:* Roxanne Rose, Executive Vice-President of Global Human Resources – 287 Speedvale Ave W, Guelph

## Consultations

Consultation and engagement with our team members are essential to identifying and addressing accessibility barriers effectively. To inform the development of our Accessibility Plan, we actively consulted individuals with lived experience of disability.

Our most recent consultation occurred on March 5, 2025. We conducted internal consultations with all office staff, including dispatch, logistics, HR, accounting, customer service, and rating departments, as well as drivers. A total of 49 employees participated in the two in-person consultation meetings that day.

We received the following feedback:

- Drivers with injuries or motor-related disabilities reported challenges climbing in and out of trucks.
- Staff expressed concerns regarding the lack of an elevator to the second floor, potentially restricting access for individuals with mobility impairments.
- Participants noted that, while there are some doors at the facility that are automated, there are some that are not.
- Positive feedback was received for Linamar Transportation's accommodation of drivers who are limited to daytime driving.
- Positive feedback was received regarding the provision of ergonomic tools, which contribute to workplace accessibility and comfort.

## Employment

Linamar Transportation is committed to creating a workplace that is inclusive, equitable, and accessible to all current and prospective employees, including persons with disabilities. We recognize that accessibility in employment extends across the entire employee lifecycle, from recruitment and onboarding to retention, advancement, and accommodation.

As part of our commitment under the *Accessible Canada Act*, and to ensure compliance with the principles of dignity, independence, integration, and equal opportunity, our ongoing efforts include:

- **Inclusive Recruitment Strategy:** Develop and implement a recruitment strategy that actively seeks to attract and retain candidates with disabilities, fostering a diverse and empowered workforce.
- **Barrier-Free Job Postings:** Ensure that job postings are available in accessible formats and clearly state that accommodations are available during the recruitment process.
- **Bias-Free Hiring Processes:** Train hiring managers and HR personnel on inclusive hiring practices, unconscious bias, and accessibility accommodations to ensure equitable evaluation of all candidates.

- **Accessible Interviewing and Selection:** Provide appropriate accommodations during the interview process, such as alternative formats, assistive technologies, or modified interview environments as needed.
- **Workplace Accommodations:** Create a streamlined and confidential process for employees to request accommodations. Ensure that all accommodation requests are handled promptly and with respect for the individual's privacy and dignity.
- **Retention and Advancement Support:** Provide ongoing support to employees with disabilities through mentorship, training, and career development opportunities that reflect equitable access and participation.
- **Training and Awareness:** Implement ongoing training programs to educate all staff on disability inclusion, accessibility responsibilities, and the importance of fostering an inclusive workplace culture.
- **Consultation and Feedback:** Engage employees with disabilities in reviewing employment-related policies and practices, ensuring that their lived experiences inform continuous improvement.

## Built Environment

We recognize that physical accessibility is fundamental to creating an inclusive workplace. To that end, we are committed to conducting a comprehensive accessibility audit of all facilities to identify potential barriers. Our ongoing efforts include:

- Ensuring that all workspaces are equipped with ergonomic tools, including adjustable desks, chairs, and footstools to support various physical needs.
- Reserving space on the ground floor for employees with mobility or accessibility needs to ensure ease of access and minimize physical barriers.
- Modifying duties for drivers to accommodate accessibility-related needs, including minimizing the number of pick-ups and drop-offs required.

## Communication Other Than Information and Communication Technologies

Clear and accessible communication is vital to fostering an inclusive environment. Linamar Transportation is committed to providing effective communication to individuals with disabilities, including:

- Developing written communication guidelines that emphasize best practices for interacting with persons with disabilities, ensuring clarity, simplicity, and accessibility.
- Implementing visual signage and other non-verbal communication aids throughout our facilities to accommodate various communication needs.
- Ensuring people with disabilities can use their personal assistive devices when accessing our goods, services or facilities.

- In cases where the assistive device presents a significant and unavoidable health or safety concern or may not be permitted for other reasons, implementing other measures to ensure the person with the disability can access our goods, services or facilities.
- Ensuring that staff are trained and familiar with various assistive devices that are on site or are provided that may be used by individuals with disabilities while accessing our goods, services or facilities.

## Procurement of Goods, Services, and Facilities

Our procurement strategy is guided by our commitment to accessibility. We strive to ensure that all goods, services, and facilities purchased align with best practices in accessible design and functionality. Our approach includes:

- Establishing accessibility criteria for all procurement processes, ensuring that all goods, services, and facilities are accessible to persons with disabilities.
- Collaborating with suppliers to source accessible products and services, including adaptive equipment and assistive technologies.
- Implementing a procurement checklist that includes accessibility considerations, fostering a culture of inclusivity in all aspects of our operations.

## Design and Delivery of Programs and Services

Accessibility is a key consideration in the design and delivery of all programs and services at Linamar Transportation. We are committed to:

- Reviewing programs and services to identify and address potential barriers for persons with disabilities.
- Developing adaptable training programs and employee development initiatives to accommodate various types of disabilities.

## Transportation

Transportation accessibility is a cornerstone of our operational strategy. We are dedicated to ensuring that all aspects of our transportation services are accessible and inclusive, including:

- Evaluating transportation services for accessibility, including vehicle modifications and driver training programs.
- Maintaining our policy to provide daytime driving options for drivers with limited night vision, ensuring equitable employment opportunities.
- Assessing the feasibility of installing accessible seating and assistive devices in company vehicles to accommodate drivers and passengers with disabilities.

## **Commitment to Continuous Improvement**

At Linamar Transportation accessibility is an ongoing priority, and we are committed to actively addressing the concerns of our employees. All feedback received during consultations is being diligently reviewed and promptly addressed where possible. We are committed to continuously improving our practices and services to meet the evolving needs of all employees, customers, and community members and welcome feedback and suggestions to enhance our accessibility initiatives as we work towards a barrier-free environment for all.