



## **Accessibility Plan**

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### **Intent**

JDW International is committed to providing a barrier-free environment for all stakeholders, including clients, employees, job applicants, suppliers, and any visitors who enter the premises, access information provided by the company, or use the company's goods and services.

The company will work to identify and remove barriers, and prevent new barriers, for persons with disabilities as they relate to employment, communication, the built environment, and transportation at JDW International. This policy outlines the company's accessibility plan and strategy for identifying, removing, and preventing these barriers.

### **Definitions**

**Barrier:** 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 a person with an impairment, including a physical, mental, intellectual, cognitive, learning, communication, or sensory impairment, or a functional limitation.

**Disability:** Any impairment, including a physical, mental, intellectual, cognitive, learning, communication, and sensory impairment, or functional limitation that is either permanent, temporary, or episodic in nature. It can be evident or not in interaction with a barrier to hinder a person's full and equal participation in society.

### **Guidelines**

#### **Accessibility Plan**

The accessibility plan includes an overview of our policies, programs, practices, and services in relation to the identification and removal of barriers and the prevention of new barriers. The accessibility plan was prepared and published/printed, and updated every three years following that, or sooner if necessary.

The accessibility plan is offered in any of the following formats upon request:

- Print;
- Large print;
- Braille;
- Audio; and
- Electronic.

Request for accessible formats of the accessibility plan can be made by phone, e-mail,

The accessibility plan will be made available as soon as feasible. In the instance of a request for the plan in a Braille or audio format, it will be provided 45 days after the day the request was received.

## **Employment**

JDW International understands that improving workplace accessibility and ensuring an accessible recruitment and selection process for applicants with disabilities can contribute to a more diverse and welcoming workplace culture. The company makes every effort to identify, remove, and prevent barriers by developing inclusive employment procedures that support persons with disabilities. Where necessary, accommodations are made during the recruitment and selection stages, and throughout the employment lifecycle. All training and development programs provided consider an employee's barriers and abilities.

## **Submitting Feedback**

JDW International welcomes feedback from its employees regarding the accessibility plan and any barriers encountered by persons with disabilities. Employees who provide formal feedback receive acknowledgement of their feedback, along with any resulting actions based the concerns or complaints they submit.

Employees can submit feedback to:

Mark Colbran  
Graeme Brunet  
Victoria Diaconescu  
519-383-6660  
21 Ube Dr. Sarnia ,Ontario  
[compliance@jdwint.com](mailto:compliance@jdwint.com), [accounting@jdwint.com](mailto:accounting@jdwint.com), [victoria@jdwint.com](mailto:victoria@jdwint.com)

Employees can provide feedback anonymously if desired, and feedback remains confidential unless the person consents to the disclosure of their personal information. Feedback is received in whatever format the individual providing the feedback is most comfortable with. The feedback process is published in conformance with all applicable legislation. Any changes to the accessibility plan or the feedback process are published as soon as possible and notice of any changes are reported to the accessibility commissioner. The personal information of anyone who provides feedback remains confidential in accordance with all applicable privacy laws.

## **Progress Reports**

### **JDW Facility Accessibility Action Plan**

#### **Progress Report**

##### **1. Physical Accessibility**

<b>Facility Accessibility Issue</b>	<b>Timeline</b>
Conduct comprehensive accessibility audit of the facility.	Complete
Handicap parking area to be identified and painted with proper signage visible. Signage at the washroom is also required.	TBD
Width of door openings to safety, accounting and washrooms to be measured against accessible standards to determine if modifications required. (Ideal is	Complete

36". Minimum 32") All door frames measured and within the 32" minimum guideline	
Washrooms and two front doors will require automated door openers. Need to source suppliers and determine costs. Installation timeline will be at suppliers schedule.	In progress
Determine height regulations for washroom facilities (maximum height 34 inches and 19 inches deep to allow a wheel chair to approach and use the sink) Our washroom sinks are 32 inches but do not have 19" clearance	Complete
Determine if gender neutral washroom sink allowance for 19" clearance is acceptable.	
Kitchen sink height is 36" and no 19" accessible floor space to approach with wheel chair. Need to be modified and lever faucets installed.	
Proper desk heights need to be determined and where applicable modify or replace with adjustable desks.	
Washrooms are equipped with grab bars for support. Determine if these are sufficient or if they need to be added to and/or repositioned.	
Determine if door key lock needs to be lowered for access from a wheel chair.	
Current workplace inspection document to be revised with the addition of an accessibility specific section.	Complete and ongoing
Mens washroom has only 20" between toilet and urinal. Determine if this is enough to accommodate a wheel chair or if modifications are required. This may be not applicable if we just utilize gender neutral bathroom	
Determine if hallway bulletin boards need to be lowered or maybe only use the bottom half for displays to be visual/readable from a wheel chair.	

Assessment: Conduct a comprehensive accessibility audit of all company facilities.

Improvements: Identify and implement necessary renovations or upgrades to meet accessibility standards.

**Timeline:** Complete initial assessments within six months and implement improvements within one year.

## 2. Transportation Accessibility

Fleet Review: Evaluate the fleet to determine which vehicles can be equipped or modified for accessibility.

Driver Training: Develop a training program for drivers on assisting passengers with disabilities.

**Timeline:** Complete fleet review within three months and initiate driver training within six months.

### 3. Information Accessibility

Information Accessibility Issues	Timeline
Employee files located in the safety office cabinets may need to be rearranged to allow for access. Top drawers will be unreachable.	
Website to be updated to reflect accessibility compliance.	06.13.2025

Policy Development: Create a policy for providing accessible formats of company documents.

Website Compliance: Work with IT to ensure the company website meets WCAG (Web Content Accessibility Guidelines) standards.

Timeline: Develop document policy within three months and complete website updates within six months.

### 4. Training and Awareness

Training and Awareness Issues	Timeline
All employees to be trained and create awareness of the needs for employees accessibility challenges	TBD
Ensure and promote a facility culture that includes and respects all employee's regardless of diversity or restrictions.	TBD

Training Program: Develop and implement an accessibility training program for all employees.

Awareness Campaign: Launch an internal awareness campaign promoting the importance of accessibility and inclusion.

Timeline: Implement training program within six months and conduct the awareness campaign within nine months.

## 5. Emergency Preparedness

Emergency Response Issues	Timeline
Evacuation procedures have been developed and tested and reposted. To be reviewed annually and reposted.	Completed Jan 2025
May create hardship for employees with accessibility restrictions as the muster point during evacuation is quite a distance (the guard shack) to travel. Assistance would be required and therefore working alone during off hours may not be feasible. Determine if alternate options can be employed if required.	TBD

Emergency Plan Review: Review and update the company's emergency preparedness plan to include accommodations for individuals with disabilities.

Training: Train staff on emergency procedures that consider the needs of individuals with disabilities.

**Timeline:** Complete emergency plan review within three months and staff training within six months.

### Monitoring and Review

**Progress Tracking:** Establish metrics to track progress on each action item.

To be reviewed during management review meetings and/or at a minimum quarterly .	TBD
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**Annual Review:** Conduct an annual review of the accessibility plan to assess effectiveness and make necessary adjustments.

To be reviewed annually in January when various postings are also updated.	Jan 2026
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**Feedback Mechanism:** Implement a system for employees and clients to provide feedback on accessibility issues or suggestions for improvement.

Items of concern can be addressed as an action item during monthly JHSC meetings which are the 3 <sup>rd</sup> Wednesday of each month.	Monthly
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### Communication

This accessibility plan will be communicated to all employees and stakeholders. It will be made available on the company website and in accessible formats upon request.

### Conclusion

JDW International is dedicated to fostering an inclusive environment and ensuring accessibility for all. By implementing this plan, we aim to eliminate barriers and support the diverse needs of our employees, clients, and the community.



### **Document Retention**

The company keeps detailed records of the creation, implementation, and updating of the accessibility plan and progress reports. The accessibility plan and feedback process are retained office and safety board for seven years from the publication date. Any feedback provided to the company is retained for seven years from the date it is received. Where necessary, names and personal information of individuals and employees who participated in the feedback process are redacted to ensure confidentiality and privacy.