

Accessibility Plan Progress Report

Skylark Logistics Inc. is committed to promoting a culture of inclusivity and accessibility as an integral part of our company values. We think that making access to everyone is essential for our company's expansion and competitiveness in the transportation industry as well as for helping to create a Canada free of barriers for all. We have developed an accessibility framework to achieve this, which will enhance the experiences of both the public and our employees with our facilities, services, and products.

We acknowledge that creating a barrier-free environment takes time; therefore, we are committed to ongoing efforts to identify, remove, and prevent barriers. Our initial Accessibility Plan, developed in compliance with the Accessible Canada Act, will serve as a guide to meet our accessibility commitments and build an accessibility-confident culture.

This progress report is offered in any of the following formats upon request:

- Print
- Large print
- Electronic

Progress Update

Employment

To remove employment barriers based on any prohibited grounds of discrimination and enable individuals to participate and succeed fully, Skylark requires its employees to act respectfully and inclusively.

Objective

Educate employees about accessibility and accommodation issues. Ensure that accessibility is considered throughout the recruitment and selection process.

Actions

- All managers have received comprehensive accessibility training from us that covers barrier-free hiring procedures. This training has equipped managers with the skills necessary to develop a more inclusive hiring process, while also increasing awareness and understanding of the challenges faced by individuals with disabilities.
- We emphasized the advantages and requirements of providing various interview formats, including remote interviews, during the training.

Built Environment

The “built environment” section ensures our workspaces and surroundings are accessible to everyone. In everyday life, parking lots, entryways, and general access to many public and private facilities pose obstacles for people with disabilities. We try to identify, reduce, and eliminate obstacles to the built environment whenever we can because we are aware of them.

Objective

Eliminate all barriers that persons who are disabled face during emergency evacuations. Ensure that all members of the public can access our facility.

Actions

- Review mobility access to all buildings and identify barriers.
- On an ongoing basis, ensure individual accessibility requirements are accommodated on a case-by-case basis.
- Work with our Health & Safety Committee to establish a procedure by which persons who require assistance are alerted and safely evacuated during an emergency evacuation by December 31, 2025.

- Install universally accessible push buttons in meeting spaces and washrooms to enhance inclusivity and accommodate individuals with diverse needs.
- We have construction going on in the office, we will grant door access to non-office employees through our badge system once the construction is done.
- Exit Instructions are printed in large font and posted in a prominent location for easy access.

Consultations

Skylark strives to foster an atmosphere where everyone can fully participate and is open to meaningful dialogue in order to improve continuously. While developing our Accessibility Plan, the following consultations were made to gather feedback and input:

- Individual interviews with staff members who identify as having a disability so that they can talk about their experiences, thoughts, and ideas. This included one-on-one interviews with individuals from multiple departments and took place in person and over the phone.
- Focus groups with management and Human Resource personnel who are knowledgeable on topics related to disability and inclusion.

Feedback

A feedback form has been created on our website. We have been able to identify current barriers and areas for improvement thanks to the input we received from employees, including those with disabilities. These are the most common responses:

- Lack of automatic doors
- No Washroom on the first floor
- Need standing desks