



7295 MASON RD,
CAMBRIDGE ON, N3C 2V4, CANADA
PH: 519-821-7999; FAX: 519-821-2777

Skylark Logistics is dedicated to creating a barrier-free environment for all parties involved, including clients, staff members, candidates for employment, vendors, and any other guests who enter the building, access company information, or make use of the company's services.

Barrier: Anything that is physical, technological, architectural, or attitude-based; anything that relies on information or communications; or anything that results from a practice or policy that prevents a person with an impairment—physical, mental, intellectual, cognitive, learning, communication, or sensory—from fully and equally participating in society.

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.

Accessibility Plan: This 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 will be updated every three years following that, or sooner if necessary.

People with disabilities were consulted during the development of the accessibility plan, and it is stated how this was done. The plan is created and updated in accordance with this procedure. The Company developed and maintained the Accessibility Plan in accordance with all regulatory requirements.

We recognize that accessibility is an ongoing and central element of being an inclusive organization. That's why the plan we've developed to continue improving our accessibility builds on our inclusive mindset and practices.

Employment

In terms of employment, communication, the built environment, and transportation, the organization will seek to identify, eliminate, and prevent the creation of new barriers for people with disabilities at Skylark Logistics. The company's accessibility plan and approach for locating, eliminating, and preventing these obstacles are described in this policy.

Skylark Logistics recognizes that improving workplace accessibility and ensuring recruitment and selection processes are accessible to applicants with disabilities can contribute to a more diverse



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and welcoming workplace culture. We make every effort to identify, eliminate and prevent barriers by developing inclusive employment practices that support people with disabilities. Adjustments will be made as necessary during the recruitment and selection stage and throughout the employment lifecycle. All training and development programs offered consider the barriers and abilities of our employees.

Skylark Logistics will encourage employees with disabilities to have conversations with management and let them know of any accommodations that can be made to make our workplace better.

Build Employment

Skylark Logistics **will** ensure that the built environment, including **the interior and exterior areas of buildings**, is designed to **provide** barrier-free access to goods **and** services. Skylark Logistics will **check the noise attenuation of** large open areas of **buildings** to reduce high noise levels. **At** Skylark Logistics, exit instructions are printed in large **font** and **posted** in a **prominent location for easy access**. **We will** ensure **that** evacuation plans **adequately** address the needs of employees with **limited mobility**.

Information and Communication Technologies

Information technology and digital communications will play a key role in our efforts to continually improve our operations and provide accessible services to our customers.

Skylark logistics will increase access to information on our website for persons with disabilities.

A page will be added on our website specific to accessibility. The webpage will also include contact information for further discussion relating to accessibility and how to access alternative forms of communication.

Feedback

Skylark Logistics is accessible to all employees and Canadians, including persons with disabilities. We value the contributions individuals with disabilities bring to our culture, workplace and communities.



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Our commitment to inclusion and accessibility incorporates a feedback process so that employees and members of the public can share their ideas and input with us. To provide feedback on accessibility, use one of the contact methods below. If you require support while providing feedback, let us know, and we will do our best to meet your needs. If you provide your contact information, we are committed to responding to your feedback in a timely manner and in the format that we receive it. You may also choose to provide feedback anonymously.

Contact: Human Resources

Email: safety@skylarklogistics.com

Phone: 5198217999 *617