



The Accessible Canada Act

Donnelly Farms Ltd.'s Accessibility Progress Report 2025



General

Summary

Donnelly Farms Ltd. is committed to building a culture of inclusivity and accessibility. Not only is this part of our company culture but opening access to all is imperative to our continued growth and competitiveness as an employer in the trucking industry. We will contribute to a barrier-free Canada for everyone by building an accessibility framework that will support employees and the public we serve to have the best experience possible with our services, products, and facilities.

We know creating a barrier-free environment takes time and we are dedicated to the ongoing identification, removal, and prevention of barriers. We published our initial Accessibility Plan, as required under the Accessible Canada Act, in 2023, and this progress report highlights steps we have taken over the past year to continually increase our accessibility for all.

Input and Feedback

Donnelly Farms Ltd. welcomes feedback on our Accessibility Plan and progress reports from the public, employees, and our stakeholders. This feedback is valuable to help break down accessibility barriers and build on our commitment to accessibility. If you have an inquiry or feedback, please use one of the contact methods below. We will respond to all feedback in a timely manner. If you require support while providing feedback, let us know and we will do our best to accommodate your needs.

Contact: Denise Grant (Director of Safety and Compliance & Recruiting)
David Davenport (IT Manager)

Mailing address: 40 Stockford Rd, Lansdowne NB E7L 4K4

Email: recruiting@donnellyfarms.com

Phone: 1-506-375-4564

Website: www.donnellyfarms.com

Statement of Commitment

Donnelly Farms Ltd. is committed to ensuring our organization and the services we provide are accessible to all, including persons with disabilities. All Canadians have the right to benefit from our services equally and those who work with us have the right to perform their jobs free of barriers. Our Accessibility journey will be developed by consultation with persons with disabilities.



Reporting Our Plan

As required by the Accessible Canada Act, we will publish a progress report every year that measures our progress against our commitments. We will review and update our Accessibility Plan every three years.

Addressing Areas Identified in the Accessible Canada Act (ACA)

Employment - The “employment” area ensures that candidates and employees with disabilities and those who experience barriers are supported throughout the entire employment lifecycle.

Donnelly Farms Ltd. Has identified the following barriers that candidates and employees with disabilities may encounter:

Barrier #1: *Our organization continues to experience competition for employees and is currently not attracting a high volume of qualified candidates from underrepresented populations such as people with disabilities.*

Actions:

- Increase number of job posting locations that reach people with disabilities and affiliated communities.
- Ensure job posting documents follow accessibility best practices and readability and be prepared to provide information in accessible formats when requested.
- Develop a recruiting and employment procedure for applicants with disabilities.
- Educate hiring managers on accessibility and how they can ensure a barrier-free hiring, selection, and accommodation process.

Progress:

- We are currently looking at other locations other than the Canadian Job bank, Indeed and Facebook to post ads that can be accessed by people with disabilities.

Next Steps:

Barrier #2: *Improve awareness opportunities for candidates to request reasonable accommodations during the recruitment process.*

Actions:

- Incorporate language in job postings that show accommodations are available for roles that do not have a bona fide occupational requirement for applicants with disabilities and establish process for receiving accommodation requests.



- Educate candidates and employees about the availability of accommodations for applicants with disabilities in recruitment and selection processes.
- Add accessibility commitments and offerings to Donnelly Farms' external careers page so candidates can envision themselves working in an environment with available accommodations.

Progress: Not started

Next Steps:

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

Barrier #3: *Some spaces within the main office and shop locations may limit the mobility of employees and visitors with disabilities.*

Actions:

- Conduct built environment audit to assess all physical barriers that may be present and require correction.
- Identify mobility barriers in all building locations that can only be accessed by stairs and develop a plan to correct or find alternate space in the building that can accommodate a permanent or temporary restriction.
- Add illumination signage in less lit areas to support those with visual impairments to identify important safety signage.
- Facilities and Finance leadership will provision the budget for modifications required to address accessibility deficiencies

Progress:

- We conducted a review of our main office and determined that it has some features that will hinder people with certain disabilities. Our offices are all on the main floor, and our washrooms and lunchroom are in the basement. We do not have access ramps on the entrances to our main offices.

Next Steps: Look into options that will make the office more accessible to people with disabilities

Barrier #4: *Cannot safely dispose of sharps or medical devices in office or yard locations leading to improper handling and transporting items home to dispose of.*

Actions:



- Install designated sharp object containers in a small number of washrooms with tamper resistant disposal units and educate employees on how to use them properly.

Progress: At this time, we do not have employees that require a sharp objects container.

Next Steps: We have discussed with health and safety committee that if we have a new employee or a current employee that would need this type of equipment, we will install them in one of the downstairs bathrooms, or in the shop bathroom.

Information and Communication Technologies (ICT) - "Information and Communication Technologies" are various technological tools used to send, store, create, share, or exchange information.

Barrier #5: *Some systems do not support accessibility features and technology teams are not well versed with supporting accessibility technologies.*

Actions:

- Review current company websites, intranet and applications and remediate accessibility deficiencies.
- Update and standardize technology style design guides to ensure compatibility with accessibility features and tools.
- Ensure training materials and support are available for people with disabilities on how to access and use accessibility features such as scaling text and images, enabling text to speech features, and closed captioning on Microsoft Teams.

Progress: We are currently looking into our website and making it more accessible. Our training and orientation programming is now better equipped to accommodate people with disabilities

Next Steps: Continue to improve training and online presence.

Barrier #6: *Tools and software used in the company which have accessibility capabilities are not being used in an accessible way.*

Actions:

- Educate and communicate opportunities to utilize accessibility features already available to the broader workforce.

Progress: Donnelly Farms has trained its employees in how they use the tools we have in our software to help make it easier to use. We have increased font sizes in some of our software, and increased screen sizes on some of our monitors to assist with easier viewing.

Next Steps: Continue to train people in some of the software features that we have in place.



Barrier #7: *Technologies commonly used in meetings, online learning, and collaboration spaces can limit the ability of facilitators and attendees to participate meaningfully.*

Actions:

- Add closed captioning to online learning videos and ensure all other accessibility features are available as required.

Progress: Not started yet.

Next Steps: Work with our training software provider on adding close cations for the hearing impaired.

Communication Other Than Information and Communication Technologies (ICT) - This area requires that organizations provide barrier free access for the public, clients, and employees to all the communications that the company produces for this audience.

Barrier #8: *Donnelly Farms Ltd. Does not have a consistent process to ensure alternate formats of communication are available.*

Actions:

- Review external website social media video content and identify ways to improve accessibility through alt text and closed captioning.
- Develop process to identify and create accessible options when developing web-based content.
- When requested, Donnelly Farms Ltd. Will provide alternate formats within time frames required by the Accessible Canada Regulation which will include print, large print, audio format, braille, or an electronic format that is compatible with adaptive technology.

Progress: we are working with our web developers to insure that Donnelly Farms is able to provide better access to our social online platform for people with disabilities.

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.

Barrier #9: *Donnelly Farms’ procurement procedures and practices do not take into consideration accessibility requirements.*

Actions:

- Review vendors' accessibility capabilities to ensure they can deliver goods and/or services consistent with our current accessibility needs.



- Ensure accessibility needs are considered when purchasing software, equipment, and food items.
- Review digital accessibility needs when receiving Request for Proposals from external customers.

Progress: upon review we are able to accommodate any vendor in delivery. All of our deliveries are off loaded by one of our staff members.

Design and Delivery of Programs and Services - When designing and delivering Donnelly Farms' internal and external programs and services, accessibility considerations must be part of the process.

Barrier #10: *We do not currently have a standard approach for ensuring all programs, processes, and services have taken accessibility into consideration.*

Action:

- Comply with mandatory requirement to consult with persons with disabilities by creating a forum to review and provide feedback on all programs, processes, policies to support the development of future programs and services.
- Develop and promote guidelines on how to apply the accessibility lens when reviewing company policies, programs, and services.
- Create accessibility checklists to help ensure key accessibility considerations are made.

Progress: Currently, we have not started this program. This is due to staff changes in the departments that deal with the accessible act.

Next Steps: Train new staff members so that we can fix this Barrier

Transportation - Transportation for this purpose refers to the transportation of people, not goods. Donnelly Farms Ltd. does not coordinate a transportation system, or a fleet of transportation vehicles as defined in the Accessible Canada Act and is not included in the scope of this plan.

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.

Barrier – The Accessible Canada Act defines a barrier as “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 of 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 – The Accessible Canada Act defines a disability as “any impairment including anything 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.