



COONEY TRANSPORT LTD
ACCESSIBILITY PLAN
2024 – 2026



ACCESSIBILITY PLAN

Contents

General.....	3
Enabling “Read Out Loud” options	3
Executive summary	4
Reporting on our Accessibility Plan.....	5
Addressing areas identified in the <i>Accessible Canada Act</i>	5
1. Employment.....	6
Barrier 1	6
2. Built Environment	6
Barrier 2	6
3. Information and Communication Technologies (ICT)	7
Barrier 3	7
Communication (other than ICT)	7
Barrier 4	7
Barrier 5	7
4. The Procurement of Goods, Services and Facilities	8
5. Design and Delivery of Programs and Services	8
Barrier 6	8
6. Transportation	8
Barrier 7	8
Consultations	9
Appendix: Definitions.....	9
Accessibility.....	9
Barrier	9
Disability.....	9

Document #	Acc.01	Revision #	02	Approved By:	Mike Cota
Implementation Date:	Sep 21, 2024	Revision Date:	Apr 17, 2025	Approval Date:	Apr 17, 2025



ACCESSIBILITY PLAN

General

Enabling “Read Out Loud” options

In Chrome you need to add the “Read Aloud” extension because it is not installed by default:

- Install the "Read Aloud: A Text to Speech Voice Reader" extension from the Chrome Web Store.
- Open the PDF in Chrome.
- Click the Read Aloud icon in the Chrome menu.
- The PDF will open, and you can then click the play button to have the text read aloud.

In Microsoft Edge:

- Open the PDF file in Microsoft Edge.
- In the toolbar along the top, you will see “Read aloud” as an option.
- Click/tap on this button to start.
- Microsoft Edge will start at the beginning and highlight each word as it goes along.

In Adobe Reader:

- Open Adobe Reader and navigate to the document page you want to have read aloud.
- From the top-left menu, click View, then Read Out Loud.
- You can choose to have the whole document read aloud or just the page you’re on.
- Select either Read to End of Document or Read This Page Only, respectively.

Document #	Acc.01	Revision #	02	Approved By:	Mike Cota
Implementation Date:	Sep 21, 2024	Revision Date:	Apr 17, 2025	Approval Date:	Apr 17, 2025



ACCESSIBILITY PLAN

Executive summary

Cooney Transport Ltd 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.

Cooney Transport Ltd recognizes creating a barrier free environment takes time, we are dedicated to ongoing efforts to ensure all goods and services by Cooney Transport Ltd shall follow the principles of independence, dignity and equal opportunity.

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

- Print
- Large Print
- Electronic

Cooney Transport Ltd values and welcomes any feedback from the general public. Any feedback or questions regarding our accessibility plan or requests for copies in an alternative format can be addressed to the following designated company representative:

Accessibility@Cooney.ca
613-962-6666 ext. 236

Feedback can be provided anonymously if desired. Feedback can be received in the following formats:

- Telephone
- E-mail
- Mail

Document #	Acc.01	Revision #	02	Approved By:	Mike Cota
Implementation Date:	Sep 21, 2024	Revision Date:	Apr 17, 2025	Approval Date:	Apr 17, 2025



ACCESSIBILITY PLAN

Reporting on our Accessibility Plan

As required by the Accessible Canada Act, we will publish a status report every year that shows our progress against our commitments. We will review and update our accessibility plan every three years. Progress Reports and updates to our Accessibility Plan will be shaped by consultation with persons with disabilities.

The *Accessible Canada Act* includes seven principles.

1. Everyone must be treated with dignity.
2. Everyone must have the same opportunity to make for themselves the life they are able and wish to have.
3. Everyone must be able to participate fully and equally in society.
4. Everyone must have meaningful options and be free to make their own choices, with support if they desire.
5. Laws, policies, programs, services and structures must take into account the ways that different kinds of barriers and discrimination intersect.
6. Persons with disabilities must be involved in the development and design of laws, policies, programs, services and structures.
7. Accessibility standards and regulations must be made with the goal of achieving the highest level of accessibility.

Addressing areas identified in the *Accessible Canada Act*

Cooney Transport Ltd has identified barriers within our organization that hinder accessibility in the 6 key areas outlined in Section 5 of the Accessibility Canada Act. With a firm belief of equal access we committed to take proactive measures to address these barriers thus ensuring an inclusive experience for everyone.

1. Employment
2. Built Environment
3. Information and Communication Technologies (ICT)
4. The Procurement of Goods, Services and Facilities
5. Design and Delivery of Programs and Services
6. Transportation

Document #	Acc.01	Revision #	02	Approved By:	Mike Cota
Implementation Date:	Sep 21, 2024	Revision Date:	Apr 17, 2025	Approval Date:	Apr 17, 2025



ACCESSIBILITY PLAN

1. Employment

Barrier 1

Our company continues to face competition for employees and currently the number of job applicants and employees hired with disabilities is lower than labour market availability.

Cooney Transport Ltd is committed to improving workplace accessibility at every stage of employment. This means accommodations must be made available to candidates and employees upon request and accessibility should be embedded into policies, processes and practices.

- Recruitment and selection process
- Training and development
- Business travel
- Re-turn-to-work process
- Long-term disability leaves

Action

- Enhance the careers section of our website to increase visibility of Cooney Transport Ltd jobs among Canadians with disabilities and signal our commitment to their inclusion in our workforce.

2. Built Environment

The “built environment” area ensures that workspaces and the work environment are accessible for all.

Barrier 2

We have identified the absence of automatic doors in our accessibility washrooms. This limitation hinders the ease of access for individuals with disabilities, impacting their independence and overall experience.

Action

- Recognizing the importance of creating fully inclusive spaces, we are committed to addressing this barrier and enhancing accessibility in our washroom facilities.
- We will conduct a comprehensive accessibility review of our washroom facilities, specifically focusing on accessibility washrooms. This review will assess the current state of accessibility features, including the absence of automatic doors.
- We will prioritize the installation of automatic doors in our accessibility washrooms. Automatic doors provide a seamless and independent experience for individuals with disabilities, allowing them to enter and exit the washrooms without the need for physical assistance. This improvement will enhance privacy, convenience, and dignity for all users.
- We will display clear signage indicating the presence of automatic doors in the accessibility washrooms. This will provide a visual cue to individuals with disabilities, indicating that the washrooms are fully equipped to meet their needs.
- We will implement a regular maintenance and accessibility check program once the automatic doors are installed.

Document #	Acc.01	Revision #	02	Approved By:	Mike Cota
Implementation Date:	Sep 21, 2024	Revision Date:	Apr 17, 2025	Approval Date:	Apr 17, 2025



ACCESSIBILITY PLAN

3. Information and Communication Technologies (ICT)

Information and communication technologies are various technological tools used to transmit, store, create, share or exchange information.

Barrier 3

The current IT team is not well versed in accessibility technology and does not know how to assist persons with disabilities in the workplace.

Action

- Deliver and promote end-user training on using accessibility features on all available programs.
- Develop guidance and training documents for persons with disabilities for better access to systems
- Ensure the Cooney Transport Ltd website continues to meet web accessibility requirements.

Communication (other than ICT)

The communication priority area recognizes that people give, receive and understand communication in different ways. An organization is expected to take these differences into account and provide its communications in various accessible formats for people who require them. Some examples of communication products include signs, documents, forms, bills and receipts that are not technologically based.

Barrier 4

Cooney Transport Ltd standard document templates and formats for its files, reports and presentations do not always meet the accessibility needs of their users.

Action

- Develop or share resources for employees on how to make documents and communications accessible. (readable pdf)

Barrier 5

Cooney Transport Ltd does not have a uniform process to ensure alternate formats, such as braille or captioned audio, for the information and communications it issues to employees and Canadians.

Action

- Identify service providers and develop contracts or agreements to create alternate formats, where appropriate and needed.
- Prepare key accessibility resources in alternative formats so that they are ready to be distributed upon request. (readable pdf)

Document #	Acc.01	Revision #	02	Approved By:	Mike Cota
Implementation Date:	Sep 21, 2024	Revision Date:	Apr 17, 2025	Approval Date:	Apr 17, 2025



ACCESSIBILITY PLAN

4. The Procurement of Goods, Services and Facilities

We have not identified any barriers in our procurement practices that hinder accessibility.

Action

- We will continue to review and refine our procurement policies to reinforce the requirement that accessibility must be considered when procuring goods and services. By proactively integrating accessibility requirements into our procurement policies and guidelines, we further strengthen our commitment to creating an inclusive and accessible environment.

5. Design and Delivery of Programs and Services

Barrier 6

Currently there is no standard approach for ensuring all programs, processes and services have taken accessibility into account.

Action

- Create an Accessibility checklist to help ensure key accessibility considerations are considered.

6. Transportation

This area of focus on the Accessibilities Canada Act covered the transportation of people and goods. Vehicles that are used by organizations and regulated by the Federal Government must take into consideration barriers to operation and provide accommodation to the employee operating the vehicles as needed.

Barrier 7

The process of entering a transport truck can become problematic for drivers due to the repetitive nature and height of the steps involved.

Action

- Identify aids to assist with common repetitive motion or motor disabilities that are common for drivers (i.e. tractor steps/folding steps to decrease climbing into the cab, additional holding bars to improve access)

Document #	Acc.01	Revision #	02	Approved By:	Mike Cota
Implementation Date:	Sep 21, 2024	Revision Date:	Apr 17, 2025	Approval Date:	Apr 17, 2025



ACCESSIBILITY PLAN

Consultations

To align with Cooney Transport Ltd.'s commitment to make our workplace environment accessible to all, we have developed our Accessibility Plan in consultation with our employees, including those who have identified with a disability.

- Companywide survey
- Invited employees with disabilities to share feedback
- Feedback and consultation from our Health and Safety Committee

External sources and feedback include:

- Peers in our industry

Appendix: 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

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.

Document #	Acc.01	Revision #	02	Approved By:	Mike Cota
Implementation Date:	Sep 21, 2024	Revision Date:	Apr 17, 2025	Approval Date:	Apr 17, 2025