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Division of 242408 Steel Fabrication Ltd.

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Multi-Year Accessibility Plan for D&R Custom Steel

Year 1: Establishing Foundations and Training 2023

Quarter 1 - Assessment and Training Kick-off

- Conduct an initial accessibility assessment, with special attention to identifying and documenting physical barriers in our current facility, which was built in the early 1980s.
- Commence an awareness campaign to inform employees about the upcoming accessibility initiatives and the limitations of our current facility.

Quarter 2 - Policy Development and Employee Training

- Develop comprehensive accessibility policies, with a primary focus on addressing training needs for all employees.
- Begin accessibility training programs, highlighting the importance of accommodating colleagues and visitors with disabilities.

Quarter 3 - Feedback and Ongoing Training

- Establish channels for employees to provide feedback on accessibility concerns and needs.
- Continue accessibility training, emphasizing the creation of accessible digital content and communication.

Quarter 4 - Policy Implementation and Planning for Facility Improvements

- Begin implementing accessibility policies across the organization.
- Start planning for physical improvements within the current facility to address the most critical barriers.

Year 2: Training Enhancement and Ongoing Barrier Identification

Quarter 1 - Advanced Training and Facility Audit

- Enhance accessibility training, including more specialized modules for specific roles within the organization.
- Conduct a comprehensive physical accessibility audit of our current facility to identify additional barriers.



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Quarter 2 - Digital Accessibility and Barrier Mitigation

- Ensure all digital content complies with WCAG accessibility standards.
- Begin addressing physical barriers identified in the audit, focusing on priority areas.

Quarter 3 - Communication and Accommodation Process Refinement

- Improve accessible communication materials and formats.
- Refine the accommodation request process to streamline employee requests.

Quarter 4 – Mid-Year Review and Continued Progress

- Conduct a mid-year review to assess progress and make necessary adjustments.
- Continue work on physical barrier removal in line with identified priorities.

Year 3: Transition and Accessibility Sustainability

Quarter 1 - Preparing for Relocation

- Initiate preparations for the planned relocation to a new facility by the end of 2025.
- Ensure accessibility considerations are integrated into the new facility's design.

Quarter 2 - Final Facility Improvements

- Complete remaining physical barrier removal projects in the current facility.
- Conduct a final accessibility audit and make any last-minute adjustments.

Quarter 3 - Sustainability and Transition Support

- Implement strategies for sustaining accessibility initiatives in the new facility.
- Support employees during the transition to the new facility, emphasizing its improved accessibility features.

Quarter 4 - Reporting and Documentation

- Prepare an annual accessibility report, highlighting accomplishments, challenges, and the organization's readiness for the upcoming relocation.
- Maintain records of all accessibility initiatives, policies, and progress.



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Ongoing:

- Continue to emphasize the importance of accessibility throughout the organization.
- Stay informed about changes in accessibility regulations and ensure alignment with best practices in the new facility.

This comprehensive multi-year plan underscores D&R Custom Steel's dedication to fostering an inclusive and accessible workplace while taking into account the limitations of the current facility and preparing for an accessible transition to a new facility by the end of 2025.