

# **Scoular Canada's Second Accessibility Plan Progress Report**

## **1. General**

### ***Statement of Commitment***

Scoular Canada is committed to making our workplace accessible to all, including people with disabilities. We recognize that accessibility needs change over time and value the expertise of those with lived experience. We will listen, continually improve accessibility at Scoular Canada, and address barriers promptly whenever possible, even outside our Accessibility Plan.

### ***Contact Information and Feedback Process***

Scoular Canada continues to welcome feedback, including anonymous feedback, about our Accessibility Plan and any barriers encountered. As provided in the Accessibility Plan, feedback should be provided to Kyle Gier, Human Resources Manager, using one of the methods provided below:

- Email: [KGier@scoular.com](mailto:KGier@scoular.com)
- Phone: 612-851-3772
- Regular Mail: 250 Marquette Avenue, Suite 1050, Minneapolis, MN 55401

We will use feedback to assess our accessibility progress, identify previously unknown barriers, and improve future Accessibility Plans and Progress Reports.

## **2. Areas in Section 5 of the Accessibility Canada Act (ACA)**

### ***Employment***

Goal: Scoular Canada identified in its most recent Accessibility Plan that its job postings did not consistently state its commitment to accessibility and inclusion or explain how applicants can request accommodations. We further identified that accessibility training was not required for Scoular Canada managers and HR staff.

Progress and Update: The following language is now automatically pulled into a requisition for any position located in Canada:

#### **Scoular Canada is committed to accessibility and inclusion in our hiring process.**

We strive to ensure that all candidates have equal opportunity to participate in our recruitment process. If you require accommodations at any stage of the application or interview process, please let us know. Examples of accommodations we can provide include:

- A sign language interpreter for interviews
- Extra time for written assessments
- Alternate formats of application materials
- Assistance with scheduling or accessing interview locations

To request an accommodation, please contact [recruitment@scoular.com](mailto:recruitment@scoular.com). We will work with you to meet your needs in a respectful and confidential manner.

Accessibility training for managers and Human Resources staff has not yet been fully implemented. Scoular Canada has, however, selected a training vendor and identified specific accessibility training courses that align with the Accessible Canada Act and support inclusive employment practices. Scoular Canada is continuing to finalize implementation and assign training.

As this initiative has not been fully implemented within the current reporting cycle, it will be carried forward to the next accessibility planning cycle. As part of Scoular Canada's next Accessibility Plan, we will prepare and present a formal accessibility training program, including defined training content, target audiences, and a cadence for ongoing and refresher training. This will support consistent application of accessibility principles and ongoing awareness across the organization.

Outcomes and Impact: Actions taken to date in the employment area have supported increased awareness of accessibility considerations within recruitment and employment practices. Updates in progress to job postings have reinforced Scoular Canada's commitment to accessibility and clarified how applicants may request accommodations. Preparatory work related to accessibility training has established a foundation for consistent understanding of accessibility obligations among managers and Human Resources staff. These actions will continue to support the identification and removal of employment-related barriers and inform further implementation in the next accessibility planning cycle.

### ***The Built Environment***

Since publication of Scoular Canada's most recent progress report, the number of employees has decreased to under 100 employees, and Scoular Canada's buildings remain not open to the public. Accessibility considerations related to the built environment are therefore focused on supporting employees in the performance of their job duties.

Goal: Through earlier consultation, Scoular Canada identified potential barriers at certain office and plant locations, including limited access to upper floors and environmental factors such as lighting and noise.

Progress and Update: Consistent with the Accessible Canada Act, Scoular Canada continues to address accessibility needs through reasonable workplace accommodations, including flexible work arrangements, remote work where feasible, and adjustments to work location or work environment based on individual needs.

Scoular Canada continues to consider built-environment accessibility in light of operational requirements, leased facilities, and the reasonableness and feasibility of potential modifications. Identified physical barriers will be reviewed and reassessed as part of the next accessibility planning cycle, informed by employee feedback and organizational needs.

Outcomes and Impact: Actions taken to date have supported employee access to the workplace through individualized accommodations while maintaining ongoing awareness of built-environment barriers for future planning.

### ***Information And Communication Technologies ("ICT")***

Goal: Scoular Canada is committed to making accessible communications a priority. We want everyone to clearly understand the information we share and have easy access to information in formats that work for them.

**Progress and Update:** Scoular Canada continues to prioritize accessible communication by offering multiple website communication options, including email, telephone, online help, and mail, and by responding using the individual's preferred method. Collaboration with the marketing team remains ongoing to support accessibility considerations across internal and external web platforms.

During this reporting period, accessibility considerations related to typography, readability, layout, color contrast, and image use continued to be reviewed when developing or updating digital content. No formal digital accessibility audits or remediation initiatives were completed during this reporting period, and accessibility continues to be addressed on a reasonable and case-by-case basis.

**Outcomes and Impact:** Ongoing review of information and communication technologies has supported awareness of digital accessibility considerations and informed incremental improvements to communication practices.

For the next accessibility planning cycle, no new or additional ICT-specific requirements apply solely as a result of Scoular Canada's size. With fewer than 100 employees, Scoular Canada will continue to identify, remove, and prevent accessibility barriers in information and communication technologies in a manner that is reasonable and proportionate. Digital accessibility considerations will continue to be reviewed and addressed as part of regular operations, updates, and vendor engagement, informed by feedback and organizational priorities.

### ***Communication, Other Than ICT***

**Goal:** To ensure Scoular Canada's communications remain accessible to all, Scoular Canada developed the goal of avoiding jargon and complex syntax in communications as well as providing subtitles, and upon request, descriptive audio or sign language interpretation.

**Progress and Update:** Scoular Canada continues to support accessible communication across non-ICT formats, including written materials and multimedia content. Plain-language principles are applied by avoiding jargon and complex syntax to support clarity and understanding.

Where applicable, subtitles are provided for multimedia content, and descriptive audio, sign language interpretation, and alternate formats are made available upon request. To support these efforts, Scoular Canada has engaged an external accessibility services vendor to assist with the provision of alternate formats and communication supports, including accessible documents, audio formats, and interpretation services.

**Outcomes and Impact:** Engagement of external accessibility support has strengthened Scoular Canada's ability to respond to communication-related accommodation requests in a timely and consistent manner.

### ***Procurement***

**Goal:** Scoular Canada identified in its most recent Accessibility Plan that it will promote accessibility at the procurement stage and consider accessibility requirements when purchasing goods, services, and facilities from external vendors where appropriate.

**Progress and Update:** Scoular Canada continues to consider accessibility when procuring goods, services, and facilities that support company operations. Accessibility considerations are reviewed

at a high level at the outset of procurement activities, with the objective of avoiding the introduction of new barriers where reasonable.

During this reporting period, no formal changes to procurement policies or processes were implemented. Nevertheless, Scoular Canada remains aware of accessibility considerations when engaging vendors and suppliers and continues to review supplier practices in the context of applicable accessibility requirements and organizational needs.

Outcomes and Impact: Continued consideration of accessibility in procurement activities has supported awareness of potential barriers and informed purchasing decisions on a case-by-case basis.

### ***Design and Delivery of Programs***

Goal: When designing new programs, Scoular Canada strives to ensure the design and format is readable with content that is visually accessible. When available, we will also make available content that can be accessible in other formats such as large print PDFs or text transcriptions

Progress and Update: Scoular Canada continues to recognize the importance of considering accessibility when designing and delivering programs and services. Accessibility considerations are reviewed when developing or updating programs, with a focus on readability, clarity, and availability of content in accessible formats where appropriate.

During this reporting period, no formal guidelines or training specific to the design and delivery of accessible programs and services were implemented. Scoular Canada remains aware of accessibility considerations in this area and continues to consider how an accessibility lens may be applied to programs, policies, and services as they are reviewed or developed.

Outcomes and Impact: Ongoing consideration of accessibility in the design and delivery of programs and services has supported awareness of potential barriers and will inform future planning and implementation.

### ***Transportation***

We confirm this area under the ACA remains not applicable to Scoular Canada as we do not offer transportation.

## **3. Conclusion**

This progress report represents the final report for the current accessibility planning cycle, and a new Accessibility Plan will be prepared and published for the next cycle in accordance with the ACA.