



## PROGRESS REPORT

### 1. General Information and Commitment

Trans-Frt. McNamara Inc. is committed to building a culture of inclusion and accessibility. This is not only a core part of our company culture, but ensuring access for everyone is also essential for our continued growth and competitiveness as an employer in the trucking sector.

We recognize that creating a barrier-free environment takes time, and we are dedicated to continuously identifying, removing, and preventing obstacles. This progress report has been prepared to fulfill our obligations as an employer under the Accessible Canada Act and the Canadian Accessibility Regulations. The report aims to provide an update on the progress Trans-Frt. McNamara Inc. has made in implementing our accessibility plan.

### 2. Comments

We welcome your feedback on our first annual progress report. You can submit your feedback by email, telephone or mail to the following contact information:

- Mark Zylstra, General Manager, 800-265-7875 ext 5802, [mzylstra@transfrt.com](mailto:mzylstra@transfrt.com), Carrie Dietrich, Payroll Specialist, 800-265-7875, ext 5814, [payroll@transfrt.com](mailto:payroll@transfrt.com)

You can use the contact information above to request a copy of our feedback process description or progress report in the following alternative formats: print, large print, braille, audio or electronic format compatible with adaptive technologies intended to assist persons with disabilities. We will provide you with the format you request as soon as possible. Braille and audio formats may take up to 45 days. Print, large print and electronic formats may take up to 15 days.

### 3. Feedback

Following the publication of our accessibility plan, we did not receive any comments, either from employees or from people who deal with our organization. If we had received comments, we would have obviously taken them into account. To specify, we would have followed up with the groups affected by the barrier raised in the comment and would have taken the necessary steps to correct this barrier.

At Trans-Frt. McNamara Inc., accessibility must be ensured at every stage of the evolution of employment within the company. We are committed to all the people included in underrepresented designated groups.

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To apply the concept of accessibility to our various positions. In our accessibility plan, we have identified certain barriers related to employment. We have made the following progress to eliminate these barriers:

- Implementing Accessibility Reviews: Introducing processes that involve a thorough review through an

Actions	Follow up on action	Comments
Enhance the Careers section of our website to increase visibility of the various types of jobs available to people with disabilities in the trucking industry, highlighting our commitment to including them on our team.	In progress	
Educate hiring managers about accessibility and how they can ensure a barrier-free hiring, selection and accommodation process.	Completed	HR business partners provide training on this topic.
Compare current recruitment, selection and onboarding practices in the company with best accessibility practices in other trucking companies and other industries.	Completed	TFM is part of various committees, associations and consultation groups in transportation where these topics are discussed.
Develop a framework that will help managers understand their responsibilities in the accommodation process and guide them in supporting their employees and making appropriate adjustments to the workplace.	In progress	The plan is being drafted and remains to be finalized.
Establish a task force of managers, drivers, persons with disabilities and a disability accommodation consultant to identify and evaluate options to expand the range of potential accommodations.	In progress	The employees have been selected and the meeting remains to be organized.

“accessibility lens” for assessing facilities, procurement procedures, company programs, new initiatives, and ongoing services.





Management and Finance will determine and implement an accommodation budget to allow for the acquisition of assistive equipment such as lifting systems, steps, enhanced audio, improved lighting, etc.	In progress	The management and finance team will establish the budget during the budget process.
Build access ramps to our administrative office for people with wheelchairs.	In progress	Quotes to be obtained from vendors for building
Establish a permanent advisory board of internal stakeholders who will provide feedback on other proposed changes to the built environment design and assign priorities for accomplishment.	In progress	The employees have not been selected and the meeting remains to be organized.
Install tactile signage and Braille text at key locations in our buildings and in truck yards. This includes tactile indicators on walking surfaces warning of hazards, including the tops of stairs.	Not completed	We have not selected the expert who can advise us on this subject.
Improve the illumination of safety signs and direction indicators in the yard.	In progress	Quotes need to be obtained from vendors



#### **4. Conclusion**

Building a culture of inclusion and accessibility while ensuring a barrier-free environment requires time, strong organization, and persistence. Through our first accessibility plan, we committed not only to identifying and removing existing barriers within Trans-Frt. McNamara Inc., but also to preventing the emergence of new ones. This progress report allows us to assess the progress made so far. In the coming year, we will continue to monitor and measure our progress to ensure that all goals are achieved. We also encourage feedback through the established process, and we will use this feedback to help us improve the implementation of our accessibility plan. Lastly, a second progress report will be published by the end of May 2025 to review the advancements made over the next year in relation to our current accessibility plan. Following this, a second accessibility plan will be developed by June 1, 2026.

- Develop a framework that assists managers in understanding their responsibilities in the accommodation process and guides them in supporting employees and implementing appropriate workplace adjustments.
  - Form a work team: comprising managers, drivers, individuals with disabilities, and a disability accommodation consultant to assess and identify a broader range of accommodation options.
  - Management and finance will establish and implement an accommodation budget to cover assistive equipment needs, including lifts, steps, enhanced audio systems, lighting improvements, and other necessary adjustments.
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