



G3 Accessibility Plan

2023 - 2026

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General

About G3

G3 was created with the vision of building a smarter path from farmers' fields to global markets. Today, G3 is transforming the way grain moves with an expanding network of facilities that set new standards for fast, safe, and reliable operations. We focus on efficiency to create opportunity for our customers across Canada and around the world. G3 Terminal Vancouver, a state-of-the-art export facility, is bringing more speed and efficiency to our grain supply chain. G3 is a Canadian company, and is headquartered in Winnipeg, Manitoba.

G3 exports Canadian grain to more than 40 countries around the world. Since 2015, the company has grown to more than 600 employees and built 16 state-of-the-art grain elevators and two new port terminals.

Executive Summary

G3 is committed to a culture that supports inclusivity and accessibility for all employees and customers. The company will contribute to support a barrier-free environment by supporting accessibility in G3's facilities, services, digital platforms while ensuring equal opportunities and experiences for everyone.

At the heart of G3's commitment are the core values of equality, diversity, and respect. G3 acknowledges the unique needs of employees and is dedicated to eliminating barriers that may hinder their participation and experiences within G3.

G3 will continue to build upon the efforts demonstrated through the development of the company's Accessibility Plan as required under the Accessible Canada Act. The Plan will guide the organization in meeting accessibility commitments, understanding that it will continue to grow and evolve to ensure it's meeting the needs of all employees. For this reason, the plan will continue to be reviewed in consultation with employees via employee surveys and discussions.

Accessibility Statement

G3 is committed to creating an accessible and inclusive community for all employees, customers, and a welcoming environment for visitors to our locations. We all play a role in fostering an inclusive work environment. All feedback and suggestions are welcomed as we work together to continuously improve accessibility and to identify, prevent and remove barriers, building upon our goals as identified in G3's accessibility plan.

Compliance with Accessibility Standards

The Accessible Canada Act is a federal law that was created to find, eliminate, and prevent barriers that people with disabilities face daily. Adopted in 2019, the Act's primary goal is to create a Canada that is free of barriers by 2040. To accomplish this, the Act requires that federally regulated private employers with 100 or more employees prepare and publish an initial Accessibility Plan.

As a federally regulated company, G3 is required by the Accessible Canada Act to:

- Prepare and publish an accessibility plan.
- Provide employees, customers, and the public with methods to contact G3.
- Consult with persons with disabilities in the preparation of our accessibility plan.
- Complete an annual overview of the plan to update and maintain actions.
- Complete a full review and publish the accessibility plan every three years.

Contact

G3 is committed to continuously improving our accessibility measures. If you have any questions, feedback, or are looking to request alternative formats of our accessibility plan, please don't hesitate to contact G3 using any of the following methods:

- **Email:** hrinbox@g3.ca
- **Mail:** G3 | 200 Portage Avenue, 3rd Floor | Winnipeg, Manitoba | R3C 3X2 | ATTN: Cherie Calvez, Regional HR Business Partner
- **Telephone:** +1 (204) 983-0239

Alternative Formats

G3 can provide our Accessibility Plan in alternative formats to accommodate diverse needs. The following formats are available on request by contacting us at hrinbox@g3.ca. Delivery timelines are also included below:

- Print – 15 Days
- Large Print – 15 Days
- Electronic Print – 15 Days
- Braille – 45 Days

- Audio – 45 Days

Areas described under Section 5 of the ACA

Employment

Our Accessibility Goal:

At G3, our overarching goal is to create an inclusive and accessible environment that removes barriers and promotes equal opportunities for all individuals, including those with disabilities.

Current level of Accessibility:

All staff at G3 are required to take courses on Equity, Diversity, Inclusion (EDI) upon hire. EDI means that everyone feels valued for who they are and has a sense of belonging. It's an integral part of our values at G3. We also have regular posts on our Intranet for all staff to read about EDI related topics and initiatives. In addition, our hiring managers have received training and tool kits (education) regarding EDI.

Actions:

To expand on our existing Accessibility initiatives, G3 is proud to announce the following goals:

- Improve our careers landing page by incorporating more information about accessibility.
- We will include a statement on all job postings that reasonable accommodations are available to applicants with disabilities, and we seek their advice on how best to accommodate their needs.
- When making interview arrangements, we will inform applicants that reasonable accommodations are available during the assessment and selection processes.
- When an applicant has made a request for an accommodation during the selection process, we will:
 - Consult with the applicant to determine the appropriate accommodation.
 - Put the appropriate accommodation in place during the assessment or selection process.
- Train and educate employees on the accessibility services for physical and mental disabilities available to them through the company, their benefit plans, and the EDI Steering Committee.

Built Environment

Our Accessibility Goal:

With over 25 elevators, terminals, and offices across Canada, G3 recognizes that not all our locations will be suitable for accessibility upgrades, but our goal over the next three years is to begin the process of reviewing our build environment.

Current level of Accessibility:

G3 operates a network of grain elevators and port terminals. Our locations have varying levels of accessibility due to safety requirements, along with the age of some locations. We have completed a comprehensive review of these locations to assess realistic opportunities for accessibility improvements over the next 3 years.

G3 has set up private work pods for employees who need a sensory break from our open-style corporate office.

Actions:

Over the next 3 years, our goals are as follows:

- Order appropriate signage for accessible spaces, features, and facilities.
- Order and install key information signage in braille for visually impaired individuals.
- Investigate the feasibility of widening doorways at some locations (where permitted) for wheelchair access.
- Paint handrails at locations in a contrasting colour.
- Replace sink tap handles with long-lever handles.
- Investigate adding emergency strobe lights at locations.

Information and Communication Technologies (ICT)

Our Accessibility Goal:

Our goal is to provide accessible communications and ensure that employees have access to information and functionality of industry standard applications within a barrier-free ICT environment at G3.

Current level of Accessibility:

G3 currently uses Microsoft 365 for all employees who require accessibility tools to perform their job functions. Key accessibility elements include:

- Immersive Reader: Facilitates reading by adjusting text size, font, and background color. It also offers text-to-speech functionality for enhanced comprehension.
- Accessibility Checker: Identifies and addresses potential accessibility issues within documents, spreadsheets, and presentations, promoting content that is perceivable by individuals with disabilities.
- Real-Time Collaboration: Enables simultaneous editing and collaboration, fostering teamwork and allowing users to work together on documents in real time, promoting inclusivity in project development.
- Subtitles and Closed Captions: Enhances the comprehensibility of audio and video content through the provision of accurate subtitles and closed captions, benefiting users with hearing impairments.
- Navigation Features: Office 365 offers keyboard shortcuts, screen reader compatibility, and other navigation tools, ensuring ease of use for individuals with mobility or visual impairments.

We have been continually developing and testing our corporate website and customer portal in the effort to meet WCAG AA 2.0 guidelines.

Actions:

By the end of 2024, we will investigate the feasibility of providing accessibility options for additional applications used by G3 employees. We will also complete an extensive audit of secondary websites, landing pages, online tools to identify gaps in compliance and implement a strategy to resolve them by the end of 2025. To increase efficiency, we will investigate the automation of periodic future testing to ensure that accessibility standards are met and maintained online.

Communication, other than ICT

Our Accessibility Goal:

Our goal is to continuously improve our communications practices with employees, customers, and community members to ensure that the exchange is barrier-free and respectful of all audiences.

Current level of Accessibility:

We focus on distributing digital communications on mobile responsive environments using plain language where possible and promote of culture of accessibility with our communications partners. Alternate versions of communications are available by request whenever possible.

Actions:

In 2024, we will begin to implement practices to ensure that consistent accessibility options, features, and standards are applied across our social media platforms and other digital communications including the introduction of a dedicated communication channel for visitors and staff to report accessibility issues.

Procurement of Goods, Services and Facilities

Our Accessibility Goal:

At G3, we recognize the importance of integrating accessibility considerations into our procurement processes to ensure that the goods, services, and facilities we acquire are accessible to all individuals, including those with disabilities.

Current level of Accessibility:

G3's procurement procedures and practices do not consistently take accessibility requirements into consideration.

Actions:

Work with our IT and Engineering teams to ensure that accessibility is incorporated into our procurement process by 2026.

Design and Delivery of Programs and Services

Our Accessibility Goal:

G3 is committed to providing programs and services that are inclusive and accessible to all individuals, including those with disabilities.

Current level of Accessibility:

G3 has Respect in the Workplace training available for all staff. We currently do not have a process in place to collect information about customers who have a disability.

Actions:

Investigate a method of allowing customers to provide G3 with accessibility feedback by 2027.

Transportation

G3 is not involved in the transportation industry. We do not have any action items for this category.

Consultations

At G3, we value the input and perspectives of all stakeholders, including individuals with disabilities, in the development and implementation of our accessibility plan. Consultation is a vital component of our commitment to creating an inclusive and accessible environment for everyone. Through meaningful engagement with stakeholders, we aim to gather insights, identify barriers, and collaboratively develop strategies to enhance accessibility across our organization.

Prior to implementing our accessibility plan, a 15-question survey was sent out to all staff (in English and French), asking them to identify any accessibility barriers they either experienced or were aware of. We ensured it was available in both Mobile and Desktop versions for accessibility reasons.

We received 111 responses in total. While the majority of staff did not mention they were aware of, or experienced any barriers of employment, there were some consistent comments about wheelchair access. This has been targeted as a goal in our Build Environment action items (where permitted).

Conclusion

G3 is dedicated to fostering an inclusive and accessible environment for all individuals, including those with disabilities. Through the development and implementation of our

accessibility plan, we are committed to removing barriers, promoting equal opportunities, and creating a culture of accessibility across our organization.