

# ACCESSIBILITY PLAN

PERSONNEL COMMITTEE

BrettYoung™

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## GENERAL

The main contact for BrettYoung's Accessibility Plan is:

Peter Smith  
Corporate Controller  
PO Boc 99 St Norbert Postal Station  
Winnipeg, MB R3V 1L5  
204-478-2628  
204-293-2949 (text)  
[personnel@brettyoung.ca](mailto:personnel@brettyoung.ca)

How to provide feedback about this plan:

Employees are encouraged to communicate with us either through email to our Personnel group ([personnel@brettyoung.ca](mailto:personnel@brettyoung.ca)), or employees can use an anonymous feedback tool called Suggestion Ox (<https://app.suggestionox.com/r/brettyoungseeds>) – understanding that we have limited ability to respond specifically to an individual choosing to provide anonymous feedback.

The main contact for the Accessibility Plan is Peter Smith, who can be contacted directly at 204-293-2949 (voice or text).

Our Accessibility plan is available to employees through our company's external website ([www.brettyoung.ca](http://www.brettyoung.ca)) or our internal website: (<https://brettyoungseeds.sharepoint.com/sites/Connect/SitePages/Accessibility.aspx>).

Should you require this plan in alternate formats (print, electronic, Braille or audio) please contact us at [personnel@brettyoung.ca](mailto:personnel@brettyoung.ca), or 204-293-2949.

## ANALYSIS AND PLAN

BrettYoung is working to find, remove and prevent barriers for people with disabilities.

Our first step was to identify what disabilities existed in the company. We did this in three ways:

1. Reviewing the voluntarily disclosed information from the employment equity forms that every employee completes when they start at BrettYoung.
2. Looking at anonymous information we have from our benefits provider.
3. Conducting an employee survey.

Our second step was to identify barriers to people with disabilities. We did this in three ways:

1. We spoke with people with disabilities or their representatives about the barriers that exist within the company.
2. Our employee survey asked for observations of any barriers that exist, whether the employee themselves had a disability or not.
3. We conducted a survey of our managers and physical plants on topics learned from the investigations above.

Our third step was to identify specific actions we could take in the near or long-term to address the barriers that our employees of today face, and to anticipate and plan for new barriers that may be identified as our staff complement changes over time.

In the next few pages, we have identified the various barriers that exist in the company, grouped by category, and our plan to address those barriers.

EMPLOYMENT	GAPS FOR IDENTIFIED DISABILITIES	COMMENT/ACTION	DEADLINE	PPI
Recruitment	Wellness program not well publicized.	Include wellness as part of our orientation training.	Spring 2024	Personnel
Retention	Branded clothing provides a sense of belonging and teamwork	Provide target employees with branded work, safety, and other clothing (ball caps, toques).	Completed March 2023.	Personnel/Ops
Training	No gaps identified for existing disabilities.	Support workers put through orientation and training.	In place	Personnel

BUILT ENVIRONMENT	GAPS FOR IDENTIFIED DISABILITIES	COMMENT/ACTION	DEADLINE	PPI
Warehouse washrooms	Limited number of female washrooms in warehouse.	Inform warehouse staff that they are free to use office washrooms.	Summer 2023	Supervisors
Size of workspaces	Can be confined for some warehouse staff.	New, larger warehouse being constructed.	Occupancy expected fall 2023.	Ops
Distance to washrooms	Can be a problem for some staff.	New larger warehouse coming. Early start to breaks for some.	Occupancy expected fall 2023.	Supervisors

INFO/COMM SYSTEMS	GAPS FOR IDENTIFIED DISABILITIES	COMMENT/ACTION	DEADLINE	PPI
Equipment provided	No gaps identified for existing disabilities.	We would be able to quickly provide necessary equipment.	n/a	Admin/IT

COMMUNICATION	GAPS FOR IDENTIFIED DISABILITIES	COMMENT/ACTION	DEADLINE	PPI
Training materials	No gaps identified for existing disabilities.	Support workers put through orientation and training.	In place	Personnel
Company-wide communications	No gaps identified for existing disabilities.	Company messages sent to support company (Turning Leaf).	Fall 2023	Personnel



PROCUREMENT	GAPS FOR IDENTIFIED DISABILITIES	COMMENT/ACTION	DEADLINE	PPI
Purchasing and delivery.	No gaps identified for existing disabilities.		N/A	N/A

DESIGN/DELIVERY OF PROGRAMS	GAPS FOR IDENTIFIED DISABILITIES	COMMENT/ACTION	DEADLINE	PPI
Routine training	No gaps identified for existing disabilities.	Support workers put through orientation and training. Add wellness training.	In place	Personnel
Wellness	Wellness policies not adequately communicated.	Create internal intranet, posters, and other communications to promote BY's wellness program.	Spring 2024	Personnel

TRANSPORTATION	GAPS FOR IDENTIFIED DISABILITIES	COMMENT/ACTION	DEADLINE	PPI
Parking	Parking lots are periodically icy.	Ensure employee entrances are sanded/de-iced	Fall 2023	Supervisors in immediate vicinity of entrances.

OTHER	GAPS FOR IDENTIFIED DISABILITIES	COMMENT/ACTION	DEADLINE	PPI
<b>Mobility, vision, or hearing considerations</b>				
<p>While no such disabilities exist in BrettYoung workplaces, the issue was raised by staff through the consultation process.</p> <p>We agreed to engage a consultant to help us conduct a feasibility study in our head office to identify areas we could address in case of future staff needs.</p> <p>Deadline: Spring 2025</p> <p>PPI: Personnel</p>				

## FEEDBACK

How to provide feedback about this plan:

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The main contact for the Accessibility Plan is Peter Smith, who can be contacted directly at 204-293-2949 (voice or text), or by mail at

Peter Smith  
Corporate Controller  
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### **Progress Reports**

Progress reports will be published June 1, 2025, and June 1, 2026. We will provide information on feedback received and how we used that feedback in our ongoing progress reports, and we will consult with persons with disabilities when preparing the progress reports.

## How we collected information for this plan:

We gathered information in several ways:

1. To establish the initial scope of our work, we reviewed our recent Employment Equity survey information to identify the number of people with disabilities.
2. We spoke to the managers at Turning Leaf (<https://turningleafservices.ca/>), a company that supports our employees with intellectual disabilities, first generally about the barriers to employment their clients regularly encounter, and then second, about the barriers they encounter at BrettYoung.
3. We conducted a survey of all BrettYoung employees, asking about their opinions on the barriers that exist at BrettYoung for themselves or others who may have a disability.
4. We conducted interviews with managers at BrettYoung to collect information about how our management processes consider people with disabilities.
5. We interviewed our facility General Managers to get an inventory of accessibility for our company buildings.

## APPENDIX 1: 2025 PLAN UPDATE

### **1 May 2025**

Employees may contact us about this accessibility update using the feedback process defined below.

### **Feedback**

Employees are encouraged to communicate with us either through email to our Personnel group ([personnel@brettyoung.ca](mailto:personnel@brettyoung.ca)), or employees can use an anonymous feedback tool called Suggestion Ox (<https://app.suggestionox.com/r/brettyoungseeds>) – understanding that we have limited ability to respond specifically to an individual choosing to provide anonymous feedback.

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### **Feedback Received & Response**

We did not receive any feedback through the reporting period.

### **Consultation with People with Disabilities**

In 2024 we discussed accessibility issues with Donna Menza of Turning Leaf. For reasons of contract cancellation with a major customer, the area where these employees work has not been reactivated for the year 2024-2025.

### **Progress on Removing Barriers**

Our task list and summary of progress on those tasks for the 2024-25 year is attached as Appendix A.

2024-25 Task List Update

EMPLOYMENT	GAPS FOR IDENTIFIED DISABILITIES	COMMENT/ACTION	DEADLINE	PPI	STATUS
Recruitment	Wellness program not well publicized.	Include wellness as part of our orientation training.	Spring 2024	Personnel	Completed March 2024
Retention	Branded clothing provides a sense of belonging and teamwork	Provide target employees with branded work, safety, and other clothing (ball caps, toques).	Completed March 2023.	Personnel	Completed March 2023
Training	No gaps identified for existing disabilities.	Support workers put through orientation and training.	In place	Personnel	Already in place
BUILT ENVIRONMENT	GAPS FOR IDENTIFIED DISABILITIES	COMMENT/ACTION	DEADLINE	PPI	STATUS
Warehouse washrooms	Limited number of female washrooms in warehouse.	Inform warehouse staff that they are free to use office washrooms.	Summer 2023	Supervisors	Construction delays, expect summer 2026
Size of workspaces	Can be confined for some warehouse staff.	New, larger warehouse being constructed.	Occupancy expected fall 2023.	Ops	Construction delays, expect summer 2026
Distance to washrooms	Can be a problem for some staff.	New larger warehouse coming. Early start to breaks for some.	Occupancy expected fall 2023.	Supervisors	Construction delays, expect summer 2026



<b>INFO/COMM SYSTEMS</b>	<b>GAPS FOR IDENTIFIED DISABILITIES</b>	<b>COMMENT/ACTION</b>	<b>DEADLINE</b>	<b>PPI</b>	<b>STATUS</b>
Equipment provided	No gaps identified for existing disabilities.	We would be able to quickly provide the necessary equipment.	n/a	Admin/IT	n/a
<b>COMMUNICATION</b>	<b>GAPS FOR IDENTIFIED DISABILITIES</b>	<b>COMMENT/ACTION</b>	<b>DEADLINE</b>	<b>PPI</b>	<b>STATUS</b>
Training materials	No gaps identified for existing disabilities.	Support workers put through orientation and training.	In place	Personnel	Already in place
Company-wide communications	No gaps identified for existing disabilities.	Company messages sent to support company (Turning Leaf).	Fall 2023	Personnel	Completed fall 2023
<b>PROCUREMENT</b>	<b>GAPS FOR IDENTIFIED DISABILITIES</b>	<b>COMMENT/ACTION</b>	<b>DEADLINE</b>	<b>PPI</b>	<b>STATUS</b>
Purchasing and delivery.	No gaps identified for existing disabilities.		N/A	N/A	N/A
<b>DESIGN/DELIVERY OF PROGRAMS</b>	<b>GAPS FOR IDENTIFIED DISABILITIES</b>	<b>COMMENT/ACTION</b>	<b>DEADLINE</b>	<b>PPI</b>	<b>STATUS</b>
Routine training	No gaps identified for existing disabilities.	Support workers put through orientation and training. Add wellness training.	In place	Personnel	Already in place
Wellness	Wellness policies not adequately communicated.	Create internal intranet, posters, and other communications to promote BY's wellness program.	Spring 2024	Personnel	Completed March 2024

TRANSPORTATION	GAPS FOR IDENTIFIED DISABILITIES	COMMENT/ACTION	DEADLINE	PPI	STATUS
Parking	Parking lots are periodically icy.	Ensure employee entrances are sanded/de-iced	Fall 2023	Supervisors	Completed Oct 26, 2023
OTHER	GAPS FOR IDENTIFIED DISABILITIES	COMMENT/ACTION	DEADLINE	PPI	STATUS
<b>Mobility, vision, or hearing considerations</b>					
<p>While no such disabilities exist in BrettYoung workplaces, the issue was raised by staff through the consultation process.</p> <p>We agreed to engage a consultant to help us conduct a feasibility study in our head office to identify areas we could address in case of future staff needs.</p> <p>Deadline: Spring 2025</p> <p>PPI: Personnel</p>					Investigating consultants for this work.