

ACCESSIBILITY PLAN

EMPLOYMENT

Bigham the Mover acknowledges that persons with disabilities represent a significant portion of the Canadian workforce. The following initiatives have been identified to create a workplace that is inclusive and welcoming to job seekers with disabilities.

Objective	Short Term Action	Medium Term Action	Long Term Action	Completed
Increase opportunities for employees and potential employees with disabilities	-Clarify staffing options to address underrepresentation -Expand dissemination to all hiring managers and employees	-Collaborate with post secondary institutions, community and employment agencies for persons with disabilities.		
Make accessibility considerations part of the hiring and probation process	- develop individual job descriptions for employees identifying with disabilities to ensure any modification are met	-Create a process to check in with new employees who self identify with a disability, at 1, 3 and 6 months post hire to ensure their needs are met.	-Yearly performance review meetings and discussion to ensure their needs have not changed and have been met.	

BUILT ENVIRONMENT

Bigham the Mover strives to make their location barrier-free for the full participation of employees and customers with disabilities. Bigham the Mover will strive to ensure that all buildings meet the accessibility codes and standards. Barriers have been identified during consultations for the Accessibility Plan, which Bigham the Mover will work towards relieving in the next 5 years.

Objectives	Short Term Action	Medium Term Action	Long Term Action	Completed
-Update parking policies		-Review policies to meet obligations for employees and visitors.		
-Repair/Resurface public parking lot		-Study area to be affected and determine staff/customer needs		
-Update the exterior and main entrance of the office building to meet accessibility standards	- Identify areas needing improvement and consult people with disabilities			
- Explore the possibility of wider doors for mobility devices		- Study door size for large wheelchairs.		
-Furniture and Layout	-Arrange furniture to allow for wheelchair maneuverability	-Provide adjustable desks and chairs.		

CULTURE, EDUCATION and AWARENESS

Bigham the Mover recognizes the importance of a positive workplace culture and its impact on employee performance, job satisfaction, and engagement. The company is committed to creating a healthy and equitable workplace environment where employees are valued and have access to equitable employment opportunities and will establish a safe space where employees can freely express and advocate for themselves.

To foster an inclusive and accessible workplace, the company will focus on addressing awareness and attitudinal barriers through the following:

Objectives	Short Term Action	Medium Term Action	Long Term Action	Completed
-Ensure all employees have accessibility knowledge and tools	-Post policies and procedures -Develop an accessibility site			
-Ensure events and meetings are accessible	-Prepare guidelines for accessible events/meetings			
- Strengthen understanding of accessibility and respect for employees with disabilities	- Educate about disabilities	-Communicate quarterly on accessibility matters		

TECHNOLOGIES

Making information and communication technologies accessible is crucial to enable everyone to interact with technology effectively. To achieve this, we must ensure accessibility for users with disabilities, injuries, or ergonomic needs. This will ensure equal

The following initiatives are proposed to achieve this at Bigham the Mover.

Objective	Short Term Action	Medium term Action	Long term Action	Completed
-Ensure new systems meet accessibility and security standards, integrate accessibility into the review process			-Provide hands-on support and accessibility evaluations for applications and developers	
-Make software accessible		-Ensure all software is compatible with assistive technologies		
- Update existing software for accessibility as required		-Consider accessibility gaps in current user-facing technologies when prioritizing software updates or replacements		

COMMUNICATION

Clear and direct communication benefits all audiences, and to achieve this, it's important to consider that people communicate in different ways, such as speech, writing, sign language, and pictures.

To remove communication barriers and create a more inclusive environment, the following initiatives have been identified:

Objective	Short Term Action	Medium Term Action	Long Term Action	Completed
- Accessible intranet and internet sites.			-Make intranet and internet sites accessible for all information posted	
-Arrange for the provision of, accessible formats and communication supports for information that is needed to perform his/her job, and information that s generally available to other employees.		- Consult with the employee making the request.	- Meet with the employee at 1, 3 and 6 months to ensure the needs are met	

SERVICES

Bigham the Mover is committed to ensuring barrier-free procurement by identifying and removing accessibility barriers in procurement requirements. To ensure inclusive and accessible products and services, accessibility criteria must be included in procurement requirements, and deliverables must incorporate accessibility features.

Objective	Short Term Action	Medium Term Action	Long term Action	Completed
-Consider accessibility needs at the start of the procurement process	-Promote awareness and provide resources for accessible procurement	-Mandate accessibility training for procurement officers		
-Ensure accessibility of the selection and purchase of goods and services	-Consult with employees with disabilities before choosing procurement furniture for common spaces.			

PLANNING AND REPORTING REQUIREMENTS

As a federally regulated organization with 10 or more employees, Bigham the Mover will be required to begin a planning and reporting cycle by preparing and publishing an initial accessibility plan on or before June 1, 2025.

This planning and reporting cycle will last three calendar years, with the following schedule:

- Year 1: publication of initial accessibility plan
- Years 2 and 3: Progress reports - Bigham the Mover will be required to begin a new publishing and reporting cycle following the completion of the first cycle.

Bigham the Mover will continue these planning and reporting cycles as long as the average number of employees does not fall below 10 in any subsequent year of the planning and reporting cycle.

YEAR 1 2025	Publication of initial accessibility plan	
YEAR 2 2026	Progress Report	
YEAR 3 2027	Progress Report	