Accessibility Plan
Progress Report 2025

GENERAL

Please send your feedback to our general manager.
Contact: Craig Sittler, General Manager
Email: craig@westcentralpelleting.com
Phone: 306-843-3497
By mail: PO Box 298, Wilkie, SK S0K 4W0

ALTERNATIVE FORMATS

In order to accommodate all stakeholders, WCP offers our Accessibility Plan in alternative formats. Upon request, the following formats are available by contacting WCP :

- o **Print & Large Print** – within 20 days
- o **Braille** – within 45 days
- o **Audio** – within 45 days

CONTACT US

Feedback and general inquiries regarding accessibility at WCP can be submitted to the following methods listed below:

Email: office@westcentralpelleting.com

Phone: 306-843-3399 (head office)

Mail: Box 298 Wilkie, Saskatchewan S0K 4W0

Head Office: 313 2nd Avenue East Wilkie, Saskatchewan S0K 4W0

Website: www.westcentralpelleting.com

CONSULTATIONS

In preparing our Accessibility Plan, WCP consulted with individuals by creating and distributing a survey. The survey was launched in July 2024 for a two week period. The survey was distributed internally to all employees and Board members of WCP via a mobile text message and an email of a direct link to the online survey that could be accessed by various electronic devices (desktop, laptop, mobile device, etc.). Where suitable, a hard copy of the survey was distributed to ensure all participants had equal opportunity to provide feedback. In addition, the survey was posted on the WCP website

(www.westcentralpelleting.com) to be accessed by all other stakeholders. All survey responses were anonymous and kept confidential by WCP.

Within the survey, participants were given the opportunity to identify as a person with a disability. Participants were asked, in their own words, what their general experience (positive and/or negative) of accessibility while working and/or attending a WCP facility has been in the past. Participants were also asked if they are aware of or have experienced any accessibility barriers as outlined in the ACA under each of the 7 areas of focus discussed above.

Survey data was collected, reviewed and summarized by the Controller at WCP. During the consultation process, we obtained 24 responses from various WCP employees, Board members and stakeholders, with approximately 13% of participants indicating they identify as a person with a disability. Overall feedback of experiences regarding accessibility at WCP were positive.

FEEDBACK

WCP is committed to providing a barrier-free place of business for their employees, customers, shareholders and all other stakeholders. In order to succeed and improve accessibility at WCP, we encourage our stakeholders to provide us with feedback.

The feedback WCP received from consultation with internal and external participants helped us understand the barriers persons with disabilities have experienced when interacting with the Company. These barriers are provided in the following section as categorized by the key focus areas of the ACA.

EMPLOYMENT

WCP is committed to providing candidates and employee's equal opportunity and the ability to request accommodations throughout the recruitment and training processes, as well as support throughout the duration of their employment at WCP.

Barriers

Employment barriers are characteristics that may hinder a person's hiring, promotion or participation in the workforce. Employment barriers as identified by stakeholders of WCP are:

- No barriers were identified in this area under this area during the consultation process

Progress

WCP intends to improve the attraction, recruitment, promotion and retention of persons with disabilities at WCP. WCP will continue to provide candidates and employees with equal opportunities and accommodate all employees as requested.

THE BUILT ENVIRONMENT

The built environment includes all facilities at WCP and how employees, customers, shareholders, and all other stakeholders with disabilities use and access workspaces and buildings.

Barriers

Built environment barriers prevent people from accessing physical buildings, workspaces, facilities and services. Built environment barriers identified as identified by stakeholders of WCP are:

- o Accessibility is limited without the availability of automatic door openers
- o Access to certain parts of facilities requires climbing of stairs/ladders which could potentially limit accessibility for those with disabilities
- o Head office washrooms could potentially limit accessibility for persons with disabilities

Progress

WCP is committed to providing all stakeholders with equal access to workspaces and facilities and improving any potential barriers identified. WCP has started research into the suggestion of automatic door openers to access the facilities. WCP plans to identify solutions to allow access to certain parts of the facility for those with disabilities.

INFORMATION & COMMUNICATION TECHNOLOGIES (ICT)

At WCP, it is important that all employees, shareholders and all other stakeholders are able to communicate and have equal access to required information in order to execute business effectively and efficiently.

Barriers

ICT barriers are challenges that people with disabilities experience when communicating and accessing information via various technology platforms. Barriers under ICT as identified by stakeholders of WCP are:

- o No barriers were identified in this area under this area during the consultation process

Progress

WCP will continue to meet the needs of their employees, shareholders and all other stakeholders by providing alternate forms of communication and access of information as requested.

COMMUNICATION (other than ICT)

WCP strives for effective and efficient communication all throughout the workplace including but not limited to communication between employees, customers, shareholders, Board of Directors and all other stakeholders.

Barriers

Communication barriers are obstacles a person may face when attempting to communicate with another person clearly and effectively. Communication barriers identified by stakeholders of WCP are:

- o Technology connection issues when holding public meeting virtually (via conference call) impacting communication effectiveness and stakeholders ability to participate and access information

Progress

Communication is very important at WCP. WCP has hired Bee Plus to ensure internet connection capabilities are adequate. WCP has also changed to Microsoft TEAMS to allow more effective communication between locations.

PROCUREMENT OF GOODS, SERVICES & FACILITIES

WCP is committed to ensure all purchases of goods, services and facilities encourage accessibility and are in line with ACA requirements.

Barriers

Procurement of goods, services and facilities barriers refer to the act of purchasing, and the evaluation process leading up to the purchase, of equipment, supplies, services or properties for business purposes with little consideration for accessibility. Barriers identified under procurement of goods, services and facilities by stakeholders of WCP are:

- No barriers were identified in this area under this area during the consultation process

Progress

WCP will ensure consideration of accessibility to all stakeholders is a component of the acquisition process of goods, services and facilities in complying with the ACA requirements.

DESIGN & DELIVERY OF PROGRAMS & SERVICES

At WCP, it is important that all programs and services are available in a design and delivery method suitable and accessible to each stakeholder.

Barriers

Design and delivery of programs and services barriers unintentionally result in people receiving unequal access or being excluded from participating in services or programs. Design and delivery of programs and services barriers identified by stakeholders of WCP are:

- No barriers were identified in this area under this area during the consultation process

Progress

WCP will continue to offer alternative formats of programs and services upon request to ensure design and delivery method is suitable to each stakeholder and in compliance with requirements as outlined in the ACA.

TRANSPORTATION

WCP does not provide public transportation services to employees, customers or any other stakeholders and has not identified any barriers or actions under area of the ACA.

CONCLUSION

West Central Pelleting Ltd. is committed to ensuring accessibility requirements as outlined in the ACA are met. WCP's Accessibility Plan has outlined barriers that have been identified by stakeholders, along with WCP's plan of action to remove and prevent barriers going forward. WCP understands the importance of accessibility to stakeholders in order to be successful and meet their business objectives. As always, we encourage any feedback so we can continue to put our employees and customers needs first.