

PENNER OIL ACCESSIBILITY PLAN

Progress Report



Last Updated: January 10, 2025

EXECUTIVE SUMMARY

The Accessible Canada Act (2019) requires federally regulated private sector entities with an average of between 10 and 99 employees to publish accessibility plans. The goal of the act is a barrier-free Canada by 2040.

Changing our culture to one of accessibility by default is the goal of this plan. To do this, we align our accessibility commitments under seven pillars:

1. Employment
2. Built Environment
3. Information and Communications Technology (ICT)
4. Communication, other than information and communication technologies
5. Procurement of goods, services and facilities and
6. Design and Delivery of Programs and Services (DDPS)
7. Transportation

Each pillar includes an outcome statement that defines the long-term mission, a list of key barriers, and a list of actions and solutions that target the barriers and lead to the outcome.

Our training focuses on providing managers with the knowledge of what to do when an employee faces a barrier and providing employees with accessibility knowledge and awareness to reduce stigma and bias.

We consulted with persons with disabilities in the preparation of our accessibility plan. The intent was to ensure the information obtained was meaningful and useful in identifying, removing and preventing barriers to accessibility.

The Accessible Canada Act includes a robust accountability framework. After publishing our first accessibility plan, we will update and publish a new plan every three years. We have also established a feedback form to allow employees and customers to inform the content of the plan and comment on its implementation. We will also prepare annual progress reports to document the main concerns expressed in feedback and explain how we have responded.

GENERAL

22% of Canadians are living with a disability. Each individual has different needs, and there is no one-size-fits-all solution to accessibility. In order to contribute to an accessible future, we must all participate in identifying, removing, and preventing barriers.

Corporate Information

- Reporting entity's legal name – Penner Oil Inc.
- Legal Structure – Corporation
- Address - 29 Mountain View Road CentrePort MB R4B 0A3
- Phone Number – 204-989-4300

FEEDBACK

Please use the following contact info to request our Accessibility Plan in an alternative format.

Contact Info

- Name – Bryna Skelly
- Position – Controller
- Address - 29 Mountain View Road CentrePort MB R4B 0A3
- Phone – 204-989-4300 ext 224
- Fax – 204-989-4303
- Email – Bryna@penneroil.ca

Feedback is accepted by mail, telephone, email, and fax. Our Feedback Form is found at the end of our Accessibility Plan.

Feedback will be acknowledged in the same format it was received. Anonymous feedback will not receive an acknowledgement.

ACCESSIBILITY COMMITMENTS

Changing our culture to one of accessibility by default is the goal of this plan. To do this, we align our accessibility commitments under seven pillars:

1. Employment
2. Built Environment
3. Information and Communications Technology (ICT)
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Each pillar includes an outcome statement that defines the long-term mission, a list of key barriers, and a list of actions and solutions that target the barriers and lead to the outcome.

TRAINING

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Our training focuses on providing managers with the knowledge of what to do when an employee faces a barrier and providing employees with accessibility knowledge and awareness to reduce stigma and bias.

We have provided training about accessibility to Penner Oil employees on the following topics:

- Disabilities
- Barriers
- General accessibility tips focused on interacting with people and communicating with people
- Ableism
- 'Nothing Without Us'
- Consultations

CONSULTATIONS

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We take into consideration the 7 principles set out in [Section 6 of the ACA](#) when planning our consultations:

1. all persons must be treated with dignity regardless of their disabilities
2. all persons must have the same opportunity to make for themselves the lives that they are able and wish to have regardless of their disabilities
3. all persons must have barrier-free access to full and equal participation in society, regardless of their disabilities
4. all persons must have meaningful options and be free to make their own choices, with support if they desire, regardless of their disabilities
5. laws, policies, programs, services and structures must take into account the disabilities of persons, the different ways that persons interact with their environments and the multiple and intersecting forms of marginalization and discrimination faced by persons
6. persons with disabilities must be involved in the development and design of laws, policies, programs, services and structures
7. the development and revision of accessibility standards and the making of regulations must be done with the objective of achieving the highest level of accessibility for persons with disabilities

INITIAL CONSULTATIONS

We consulted with employees throughout the organizations across all departments. The intent was to ensure the information obtained was meaningful and useful in identifying, removing and preventing barriers to accessibility.

Our consultation process was representational of those who are affected by our accessibility plan. Consultations took place at our Winnipeg Office with individuals who are currently employed at Penner Oil.

Initial consultations took place after the 1st draft and prior to the final version of this Accessibility Plan so all responses received could be considered.

Participants were asked whether or not our plan:

- sets realistic and achievable goals
- explains how Penner Oil will achieve those goals

- covers all of the topics that it ought to
- is similar to or different from any other accessibility plans participants may have seen
- demonstrates that the consultations have been or will be meaningful
- is simple, clear and concise
- is laid out in a manner that they find accessible

We respect the time and energy of those individuals who consulted with us. Employee consultations occurred during their regularly scheduled working hours.

We have considered intersection and cultural considerations when providing this plan for feedback. We have used plain language and have strived to use respectful, gender-neutral, culturally sensitive, and culturally safe wording.

2024 CONSULTATIONS

In 2024, we have continued engaging with persons with disabilities (employees) to seek their perspective on the accessibility of their interactions and experiences with us.

This section of the report includes information about the consultations we had in 2024 with persons with disabilities as well as insights we gathered about accessibility from other research and training we carried out.

Internal Consultations with Employees

Feedback received from employees from May 8th, 2024 to August 31, 2024 was to have the printed physical copy available in the Winnipeg Office in larger print. This update was made July 30, 2024.

Additional Research Related to Accessibility Completed in 2024

Canada Life's Insights + Advice 'Creative Options to Accommodate Employees in the Workplace' which touched on considering way to accommodate and what's a good accommodation solution.

Asper School of Business Career Development Center ‘Accessibility in the Hiring Process and Beyond: Expert Advice from CASE Canada,’

Disability Awareness Training through Accessibility Services Canada which covers 4 modules: 1. Why Accessibility Matters 2. Servicing Your Customers 3. Diversifying Your Team 4. Communication is Key.

ACCOUNTABILITY

The actions for each Pillar are SMART (specific, measurable, achievable, relevant, timely), which means measurement and tracking are built-in.

The Health and Safety Committee monitors the implementation status of physical actions from the feedback form.

Leading up to annual reports on the accessibility plan, Bryna Skelly retains records of feedback and performs consultations to monitor for changes and identify new goals. The same processes support the redevelopment and publication of a new accessibility plan every three years.

UPDATES

The Accessible Canada Act includes a robust accountability framework. After publishing our first accessibility plan, we will update and publish a new plan every three years.

Accessibility plans will be published on our website and printed where all employees have access.

We have also established a feedback form to allow employees and customers to inform the content of the plan and comment on its implementation. We will also prepare annual progress reports to document the main concerns expressed in feedback and explain how we have responded,

PROGRESS REPORTS

Progress reports are published by the first and second anniversary of the deadline to publish each accessibility plan. A progress report will be published by June 1, 2025 and by June 1, 2026.

Progress reports will be published on our website and printed where all employees have access.

UPDATED ACCESSIBILITY PLANS

The accessibility plan will be updated every 3 years.

Accessibility plans will be published on our website and printed where all employees have access.

PENNER OIL ACCESSIBILTiy PLAN - FEEDBACK FORM

Please use this form to provide feedback on our Accessibility Plan and its implementation. Additional pages can be used and attached to this form.

Name _____
Date _____
Contact Information _____

Feedback is accepted by mail, telephone, email, and fax. Please send feedback to Bryna Skelly, Controller, 29 Mountain View Road CentrePort MB R4B 0A3, Phone 204-989-4300 ext 224, Fax 204-989-4303, Email Bryna@penneroil.ca .

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INTERNAL

MAIN CONCERNS IDENTIFIED

HANDLING
