PAL AEROSPACE

Accessibility Plan

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General

PAL Aerospace is committed to providing an accessible work environment for all personnel. We have worked with our employees to form our accessibility plan and to ensure all employees and personnel have access to report any identified barriers to accessibility.

PAL Aerospace designated official responsible for the accessibility plan is Amanda Stevens, Executive Office Manager.

The PAL Aerospace Accessibility Plan is designated to adhere to the guiding principles of the Accessible Canada Act, to use these principles to create a barrier free environment for employees, clients and stakeholders.

Feedback

Your feedback is important to us. Please reach out to:

PAL Accessibility Act
P.O. Box 29030
St. John's, NL
A1K 0H5
(709) 576-3496

palaccessibilityprogram@onepal.com

Executive Summary

PAL Aerospace is committed to fostering an accessible, inclusive, and barrier-free workplace for all current and future employees. Our goal is to create an environment where every individual is treated with dignity, respect, and equity, and has the opportunity to fully participate and contribute.

To achieve this commitment, PAL Aerospace will identify, prevent, and remove barriers to accessibility wherever possible. We are dedicated to creating a workplace that enables all personnel to participate fully, exercise independence, ensuring equal access to employment opportunity, programs, services, and workplace resources.

Accessibility Statement

PAL Aerospace's long-term goal is to ensure a workplace free of barriers for all personnel. To this end, PAL will use the following process to support the development of accessibility solutions.

- Identify Barriers – Through regular workplace assessments and consultation with employees, PAL will identify and prevent and remove barriers to accessibility. Where barriers are identified, reasonable accommodations including facility modifications, adaptive equipment, software, and other appropriate solutions, will be implemented to support an accessible and barrier-free workplace.
- Create short and long-term plans to apply identified solutions
- Validate solutions once applied to ensure barrier is effectively mitigated

Scope of the Policy

PAL Aerospace's accessibility program includes the review of the following:

- Barriers: Identify accessibility barriers in each applicable area based on feedback from employees, clients, consultation participants, and other stakeholders
- Actions: Document the measures taken or planned to prevent, remove, or reduce identified barriers, including:
    - Implementation timelines
    - Assigned roles and responsibilities and;
    - Methods for measuring, monitoring, and reporting on outcomes and progress

Areas of Assessment

Employment

PAL is an equal opportunity employer, and we will review recruitment, hiring, onboarding and follow practices to identify and remove accessibility barriers. We will ensure accommodation requests are addressed promptly and continue to provide disability awareness training to employees and managers. In addition, review employment policies regularly to ensure they support an inclusive and accessible workplace.

Environment

We will continue to conduct regular assessments of office spaces and facilities to identify accessibility barriers. Incorporate accessibility into the planning and design of renovations, new workspaces and leased facilities as well as when planning work related events.

Information and Communication Technologies (ICT)

We will review internal and external digital systems to identify accessibility issues and ensure new technologies, software, websites and digital tools consider accessibility

requirements prior to implementation.

Communications at PAL

All PAL communications will be clear, accessible and available in alternative formats as required. We will continue to review all communication practices regularly to improve accessibility for employees and stakeholders.

Procurement of Goods, Services and Facilities

PAL will integrate accessibility considerations into procurement processes and encourage suppliers and service providers to demonstrate their commitment to accessibility. We will review procurement practices periodically to strengthen accessibility requirements.

Design and Delivery of Programs and Services

PAL will always consider accessibility when developing, reviewing and delivering programs and services. In addition, provide accessible information and alternate formats whenever requested. We will gather feedback from employees, clients, and stakeholders to identify barriers and opportunities for improvement.

Transportation

Consider accessibility requirements when arranging travel for employees and provide accommodations where required to support accessible travel. Travel related communication is available to our employees and can be found in our internal travel policy.

Consultations

With the assistance of our employees, we have been able to develop this plan to continue the development of our accessibility plan. We will continue to consultant with our employees, clients, and other stakeholders, including persons with

disabilities and will provide multiple accessible methods for submitting feedback. We will publish our progress reports to reflect ongoing consultation and continuous improvement.