



AAR Aircraft Services Windsor ULC Accessibility Plan June 1, 2023

This document is available in alternate formats, upon request.

Executive Summary

The Accessibility Plan supports the Government of Canada’s goal of a barrier-free Canada by 2040. The purpose of this plan is to allow our employees and other stakeholders to contribute to meaningful change together, by ensuring the plan reflects the standards for accessibility and inclusion, and that perspectives of diversity inform the plan.

To accomplish AAR Windsor’s goal to be barrier-free by 2040, AAR Windsor will consider accessibility at all levels of its operations, processes, and culture, as a qualifier for everything that we do, to ensure we incorporate a universal design approach, as we know that each person has different needs, and there is no one-size-fits-all solution to accessibility. Reflecting one of AAR’s core Values “Work as One. Be Inclusive”, and in order to contribute to an accessible future, we invite all employees to participate in identifying, removing and preventing barriers at AAR Windsor through a consultation process.

AAR Windsor will follow the Planning & Reporting cycle to continue to identify, remove and prevent new barriers.

First year – prepare and publish an accessibility plan

Second year – prepare and publish a progress report

Third year – prepare and publish a progress report

When the 3-year cycle ends, a new planning and reporting cycle begins.

Accessibility Statement

AAR is an awarded global aerospace and defense company that offers employees a long-term career pathway and the opportunity to work with a great team. At AAR, our people remain our priority. We create the #BestTeamInAviation by focusing on recruitment, training, growth, engagement, and retention. AAR employees are empowered to meet their individual professional development goals through our global learning and development program, mentorship program, leadership training, continued education, networking, and much more. Accessibility fits into AAR’s long term goals and vision, our daily operations and activities, and our intent to reflect the AAR Value “Work as One. Be Inclusive”, and the Canadian Government mission to be barrier-free by 2040. AAR Windsor continues to identify, remove and prevent barriers to people with disabilities. AAR Windsor is committed to removing barriers to accessibility in all areas. Disability is diverse. Accessibility is about enabling all employees to fully participate in work without barriers.

AAR Windsor believes in inclusion, values diversity, and recognizes the importance of improving access and removing barriers for its employees, customers and visitors. AAR Windsor is committed to meeting the requirements of the Accessible Canada Act (ACA) by identifying, removing and preventing barriers to accessibility.

AAR Windsor is committed to a culture of accessibility, which is reflected in the attitudes and behaviours within the organization and determines what is encouraged or discouraged. A

culture of accessibility is the attitude that promotes a fair, accessible workplace for all employees. AAR Windsor is also committed to inclusion, to allow all workers to participate fully. An inclusive culture recognizes, values and builds on differences in identity, abilities, background, cultures, skills, experience and perspectives in a respectful manner.

AAR is an Equal Opportunity Employer. Religion, age, race, sexual orientation, gender identities or expressions, ethnic origin and abilities does not affect the decisions on hiring, promotion, or any type of improvement of working conditions. Policies are designed to promote fair treatment of all employees based on merit and performance.

Employment:

To ensure job seekers and employees with disabilities can contribute to their full potential, with barrier-free access to employment opportunities and promotions. It is AAR Windsor's intention to consult with others to identify barriers and develop an action plan for any identified barriers such as any physical, technological or attitudinal barriers to allow for full & equal participation.

Built Environment:

To ensure the built environment allows barrier-free access throughout the facility for employees, visitors, customers and all other stakeholders. AAR Windsor will review items such as building access and any limitations and modifications to washrooms. AAR Windsor will need to consult with others and also complete an audit of the facility to not only identify barriers but also help with identifying the necessary actions.

Information & Communication Technologies:

For this category, AAR Windsor will review things such as internal and external website content and identify ways to improve accessibility to comply with the ACA. AAR Windsor will engage IT resources to understand how best to eliminate barriers and ensure all documents & communications are user-friendly, available in barrier free applications and where applicable, provide user training & guidance or an internal point of contact for technology and a catalogue of accessibility functions & assistive technology available.

Communication, Other than Information & Communication Technologies:

AAR Windsor's goal is to engage with its employees and customers through the means of communication that work for every individual, in formats and languages that they can easily use and understand. AAR Windsor will work to identify barriers and an action plan.

The Procurement of Goods, Services & Facilities:

Develop a procurement procedure to include ACA requirements, ensuring goods & services purchased are accessible by design, where possible, so that employees with disabilities can use them without adaptation, identifying the key goods & services that AAR Windsor buys to include accessibility considerations. Consultation will take place to have a better understanding of existing barriers and actions to take.

The Design & Delivery of Programs & Services:

As AAR Windsor reviews programs and services, close consultation with persons with disabilities will be required. AAR Windsor will consider the use of a survey to receive feedback and understand what needs to change within the design and delivery of programs and services to ensure barriers are removed.

Transportation:

At this time, it is unknown if this section applies to AAR Windsor. More research will be conducted.

Consultation and Feedback Process

AAR Windsor is committed to better understand the barriers to accessibility encountered at its facility and will create a process to gather feedback about accessibility and to develop tracking for the plan. Recently, AAR Windsor collected current data on its staff through a Self-Identification Questionnaire. With this information, AAR Windsor will consult with those that have identify a disability to better understand the barriers they are seeing or experiencing. This information will support AAR Windsor's action plan and assist with the feedback process.

There are multiple ways to provide feedback, and they are listed on our website AAR's website under the "contact us" tab

- a) Phone # local and toll-free number
- b) Email
- c) Letter, via our address
- d) A message via any social media platform that is used by AAR Windsor

A description of the feedback process, is provided electronically on our website, including details of how we can receive anonymous feedback and how we acknowledge feedback.

The description of the feedback process is also available to any person who requests it in alternative formats such as: print, large print, braille, audio format, electronic format compatible with adaptive technology that is intended to assist persons with disabilities.

Designated person to receive feedback:

Michelle Balga, Director Human Resources

Michelle.balga@aacorp.com

4000 County Road 42

Windsor, ON N8V 0A1

519-966-1500

AAR Windsor is considering setting up a cross-functional Accessibility Working Group to ensure compliance with Accessible Canada Regulations and to receive feedback. The working group would be responsible to identify policies, programs, practices and services that cause or may cause barriers to people with disabilities and to monitor and provide updates as it relates to the

Accessibility Plan. AAR Windsor will establish ways in which feedback can be provided such as an email group related to accessibility.

Training

AAR Windsor will work to provide training resources for its staff to gain a better understanding and awareness of the requirements of the ACA. AAR Windsor will retain records of completion. Through training AAR Windsor expects to increase awareness and knowledge for its employees, to receive feedback identifying barriers that AAR can respond to

Progress Reports

Progress reports will be prepared by the first June in 2024 and 2025 and we will develop and publish a new plan for June 1, 2026. Progress reports will be published on the company website. These reports will be available to any person who requests them in the formats as identified under the Feedback process.