



NASITTUQ CORPORATION
ACCESSIBILITY PLAN
2023 – 2025

Nasittuq Corporation

Accessibility Plan

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Nasittuq Corporation is committed to building a culture of inclusivity and accessibility. Our organization is committed to providing accessible goods, services, and employment opportunities to all individuals. We recognize the importance of removing barriers and ensuring equal access for persons with disabilities. This commitment is demonstrated through the implementation of the Accessibility Plan.

Nasittuq currently has two contracts: the North Warning System contract, effective August 1, 2022 with approximately 250 employees, and the Alert contract which has been ongoing operations since 2012 with approximately 80 employees.

General

Nasittuq Corporation will build on our current efforts through the development of our initial Accessibility Plan as required under the Accessible Canada Act. This Accessibility Plan will guide our organization in meeting our accessibility commitments and in building an accessibility-confident culture.

A summary of initial opportunities include:

- Improving the attraction of persons with disabilities to employment opportunities.
- Being prepared to provide information in accessible formats when requested.
- Improving the accessibility features in current and future IT equipment, software and systems.
- Automate doors where possible.

Feedback Process

Nasittuq welcomes feedback on our Accessibility Plan from the public, employees and our stakeholders. This feedback is valuable to us as it helps us break down accessibility barriers and build on our commitment to accessibility and inclusion. If you have an inquiry or feedback, please use one of the contact methods below. We will respond to all feedback in a timely manner. If you require support while providing feedback let us know and we will do our best to accommodate your needs.

Contact: Human Resources Manager

Mailing Address: 275 Slater Street, Ottawa, ON, K1P 5H9

Email: HR@Nasittuq.com

Phone: 613-234-9033

Website: www.Nasittuq.com

Nasittuq will review and update our Accessibility Plan every three years. Progress Reports and updates to our Accessibility Plan will be shaped by consultation with persons with disabilities.

Addressing Areas Identified in the Accessible Canada Act

1. Employment

The "employment" area ensures that candidates and employees with disabilities and those who experience barriers are supported throughout the entire employment lifecycle, and improve the recruitment and retention of persons with disabilities.

Our contract with the government of Canada states the following which limits our ability to apply accessibility standards through all of our operations: *“All of the Contractor’s personnel working on NWS sites must possess the physical capabilities to perform their required duties with no restriction and having demonstrated that they are fully capable to understand and perform the tasks to which they are assigned. Sites are not handicap accessible.”*

Actions:

- Enhance our careers section of our website to increase visibility to Canadians with disabilities of the various jobs available at the organization, highlighting our commitment to their inclusion in our workforce.
- Ensure the requirements for positions are updated with plain language that specifies the work environment and/or physical requirements.
- Update our job posting to include language for candidates to request accommodation throughout the entire recruitment process.
- Update our interview process to include language for candidates to request accommodation throughout the entire recruitment process.
- Incorporate accessibility practices in our interviewing and selection processes.
- As many of our northern sites are not accessible, we will focus our accessibility efforts on the work locations (Ottawa, North Bay, Belleville) that are office-based.

2. The Built Environment

Enhance the accessibility of our workplaces and facilities.

Northern NWS facilities and the North Bay facilities are owned by the government of Canada, therefore any recommendations to make the facilities more accessible would be the responsibility of the Government of Canada. The Alert site is under the care, custody and control of the Department of National Defence.

Actions:

- Work with property management for recommendations regarding automated doors where possible to make it easier for people with disabilities to in the contract management office in Ottawa.
- Identify spaces in the workplaces that can be used, assigned or reserved for future employees with disabilities such as wheelchair accessible; close to the entrance, larger workspaces for wider screens, etc.
- Ensure common areas can accommodate people with disabilities (conference rooms, etc.)
- Expand our understanding of the range and variety of accommodation options available to persons with disabilities interested in our employment or training programs at each work location.
- Work with the facility owners (Government of Canada) for any recommendations to make their facilities more accessible to persons with disabilities if appropriate under health and safety regulations.
- Where possible, install emergency signage with tactile and braille text in key locations.

3. Information & Communication Technologies (ICT)

Continue to make information and communication technologies accessible by all employees.

Actions:

- Ensure Web Content Accessibility Guidelines (WCAG 2.0 Level A – AA or greater) are applied including digital applications and websites to improve interactions with persons with disabilities who visit our website.
- Review how existing software can be made more accessible to employees using it by collecting feedback from users.
- Ensure new software used is accessible to all employees using it.
- Work with IT team for providing employees with disabilities more options to meet their needs including training documents (I.e. how to make items larger on a screen, activating reader on MS Word, activating closed captioning on MS Teams, etc.)
- Review the technology used in common areas such as conference rooms and meeting spaces to ensure that it meets a high level of accessibility for everyone to participate meaningfully while meeting all policy and security requirements.

4. Communication Other Than ICT

Ensure alternate formats of communication are available and provided in a timely manner.

Actions:

- When requested, commit to providing alternate formats of communication as soon as possible, within the time frames listed in the Accessible Canada Regulations:
 - Print
 - Large print
 - Braille
 - Audio format
 - An electronic format that's compatible with adaptive technology meant to help people with disabilities
- Identify service providers who can create alternate formats as and when required.
- Ensure large meetings (I.e. Town Halls) are accessible by all and tools are provided to create accessible meetings where possible.

5. Procurement of Goods, Services and Facilities

Ensure the “procuring (buying) goods, services and facilities” considers accessibility at the beginning of the process.

Actions:

- Update the procurement procedures to include accessibility checks when buying goods and services.
- Include accessibility wording and considerations in procurement templates (e.g. requests for proposals) so that they inform the selection of external vendors, products and services and confirms that they will abide by the requirements of the Accessible Canada Act.

6. Design and Delivery of Programs and Services

Design the Company’s programs, services and policies with accessibility considerations.

Actions:

- Assess the accessibility of current operations and policies.
- Develop an accessibility checklist to help ensure key accessibility considerations are considered.

7. Transportation

The Company does not provide transportation services, however, various transportation vehicles are utilized at various sites and public transportation is used by employees for business purposes. The Ottawa office is located centrally and near to the light rail station, which is designed to be fully accessible.

As many of our NWS sites are accessible only via helicopter, small aircraft only and/or military aircraft, the company is limited in providing more options for accessibility in the transportation of employees to our northern sites.

Actions:

- Continue to review any accommodation requests from persons with disabilities to review what can be accommodated.

- Ensure that employees with disabilities have appropriate accommodation measures in place to remove barriers when travelling for business.

8. Consultations

To align with Nasittuq's commitment to make our workplace environment accessible to all, we have requested feedback on our Accessibility Plan in consultation with our employees with disabilities. Any progress reports will be shared with the employees with disabilities.

9. Definitions

Accessibility: Refers to the needs of persons with disabilities being intentionally and thoughtfully considered when products, services and facilities are built or modified so they can be used and enjoyed by all.

Barrier: The Accessible Canada Act defines a barrier as “anything—including anything physical, architectural, technological or attitudinal, anything that is based on information or communications or anything that is the result of a policy or a practice—that hinders the full and equal participation in society of persons with an impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment or a functional limitation.”

Disability: The Accessible Canada Act defines a disability as “any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment—or a functional limitation— whether permanent, temporary or episodic in nature, or evident or not, that, interaction with a barrier, hinders a person’s full and equal participation in society.”