

Sander Geophysics Ltd. Accessibility Plan Progress Report 2024

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Introduction

Sander Geophysics Ltd. (SGL) published its first Accessibility Plan in May 2023. SGL is required to publish a progress report in 2024 and 2025, and in 2026 an updated plan will be published. The following progress report shows the efforts put forth since SGL published the May 2023 Accessibility Plan.

1. General

Sander Geophysics Limited (SGL) is a privately owned firm providing airborne geophysical services to clients worldwide. SGL was incorporated in Ontario in 1958 and is based in Ottawa, Ontario. SGL specializes in high resolution airborne geophysical surveys for resource exploration as well as environmental mapping. The company carries out airborne gravity, magnetic, electromagnetic and radiometric surveys worldwide using fixed-wing aircraft and helicopters. Our clients include government agencies, large resource exploration corporations, as well as smaller enterprises or consultants representing larger exploration companies.

There are approximately 160 employees at SGL. Our positions range greatly throughout our departments of Aircraft Maintenance, Geophysicists, Engineering, Flight Operations, Accounting, Administration, Shipping and Building Maintenance, Information Technology, and Software Development.

At Sander Geophysics Ltd. (SGL), one of our core values is respect for each other and everyone we interact with. We acknowledge that persons with disabilities face barriers in their everyday lives and we aim to show respect to everyone through this accessibility plan. SGL is committed to assessing the barriers that may be in our company, supporting persons with disabilities, and addressing and dismantling barriers which can isolate and negatively impact those who interact with our organization when practicable.

SGL Mission & Value Statements

SGL Mission Statement

To offer high resolution airborne geophysical surveys, in a safe and efficient manner, while striving for continuous improvement through relevant research and development.

SGL Value Statements

Our SGL values reflect who we are and what we stand for as a company. We are committed to:

- Safe operations
- Quality and accuracy

- Acquiring and maintaining high quality equipment and aircraft
- Improvement through innovation
- Advancement of our employees through training and mentoring
- Integrity in all our activities, domestically and internationally
- Respect for each other and for everyone we interact with
- Creating a positive and enjoyable work environment which values the varied skills and talents of all our employees
- Providing value to our clients and shareholders

1.1 Contact information and feedback process

We welcome all feedback which allows us to continue to be a more accessible organization. Feedback can be submitted anonymously if preferred. We accept feedback from all persons who interact with us, employees and visitors.

Anyone can submit feedback about accessibility, ask for the description of the feedback process in an alternate format, or request an alternative format of this plan through the contact info below. For a suggestion to remain anonymous, this request should be indicated in the communication.

Attention: Human Resources

By email: info@sgl.com (please indicate that this is accessibility related in the subject line)

By telephone: 613-521-9626

By mail:

Attention: Human Resource Generalist

260 Hunt Club Road

Ottawa, ON, K1V 1C1, Canada

In person:

2nd floor front desk

260 Hunt Club Road

Ottawa, ON, K1V 1C1, Canada

Employees may provide feedback anonymously through our anonymous suggestions page on our internal website.

SGL can provide this plan in other formats and will do so as soon as possible after a request is received. The deadlines for other formats are below:

Print: 15 days

Print, large print (increased font size), electronic: 15 days

Braille: 45 days

Audio (a recording of the text read aloud): 45 days

1.2 Definitions

Barrier: 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. (obstacle)

Disability: 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, in interaction with a barrier, hinders a person's full and equal participation in society. (handicap)

(from Accessible Canada Act)

2. Areas Described Under Section 5 of the *Accessible Canada Act (ACA)*

2.1 The Built Environment

- Create an accessibility audit of the built environment of SGL
- Review the process by which we will assist visitors who use wheelchairs or scooters, providing information on our website.
- Plan accessibility renovations to rear entrance
- Will ensure that all feedback regarding barriers in our built environment are followed up on and actioned where practical.

Progress

- Research and planning has begun for adding more accessible features to SGL's built environment.

2.2 Employment

- Review our job postings to ensure they are inclusive to persons with disabilities.
- Continue exploring more options for recruiting persons with disabilities through organizations in the area, where the position allows.
- Review onboarding process of remote employees to improve compatibility with onboarding at head office
- Will ensure that all feedback regarding barriers in our employment are followed up on and actioned where practical.

Progress

- Job postings have been updated to include clear guidance on how to request accommodations, by contacting the HR team any time in the recruitment process
- When appropriate, postings have been targeted towards designated groups including those with disabilities on the Canada Job Board.

2.3 Information and Communications Technologies (ICT)

Computer and desk setups (including keypad, mouse, desk, chair) may not be compatible for all persons with disabilities

- Ensure there is clear communication so employees know how to request accommodations to their computer and desk setups.
- Provide accessible desk and computer accessories wherever practical when needed
- Complete an accessibility audit of our website
- Include how to request alternate formats on Careers page of SGL website
- Will ensure that all feedback regarding information and communications technologies are followed up on and actioned where practical.

Progress

- Some employees have requested and been provided with accessible desk accessories.
- SGL has included how to request alternate formats on Careers page of SGL website

2.4 Communications (Other than ICT)

- Will ensure that all paper forms provided are available in alternative formats if requested within prescribed timelines
- Find resources to be able to provide alternate formats when they are requested, ensuring timely delivery
- Will ensure that all feedback regarding barriers in our communications (other than ICT) are followed up on and actioned where practical.

2.5 The Procurement of Goods, Services and Facilities

- Ensure that when procuring goods, services, and designing facilities, accessibility is a consideration. Some examples of where this will occur are when buying computers and desktop accessories, if new doors are put in, buying new furniture, etc.
- Create a resource list of accessibility services for when they may be required (for example, interpreters, translators, audio, captioning, etc.)
- Will ensure that all feedback regarding barriers in the procurement of goods, services, and facilities are followed up on and actioned where practical.

Progress

- Research and planning has begun for creating a resource list of accessibility services.

2.6 The Design and Delivery of Programs and Services

- Ensure that employees who interact with the public are provided with adequate training on accessible customer service
- Will ensure that all feedback regarding barriers in the design and delivery of our programs and services are followed up on and actioned where possible

Progress

- We created training material for accessible customer service and have conducted training with employees who interact with the public.

2.7 Transportation

SGL does have aircraft however these are only used for collecting geophysical data and ferrying to locations where we will collect geophysical data. There are no passengers during flights.

- Will ensure that all feedback regarding barriers in our transportation are followed up on and actioned where practical.

3. Consultations

All SGL employees, including those with disabilities, were asked to give their input on barriers in the company including in employment, the built environment, ITC, communications, the procurement of goods, services and facilities, the design and delivery of programs and services, and transportation.

Multiple ways of giving feedback were available including by phone, in writing through email or notes, in person, or anonymously through our anonymous suggestion page on our internal website.

Any format was allowed for the suggestion, in case people needed structure for their response a survey was created which they could fill out. This survey covered all areas described under Section 5 of the ACA.

A follow up request for input was sent to all employees, including those with disabilities, when creating this progress report.

4. Feedback

We continue to welcome all feedback which allows us to continue to be a more accessible organization. Feedback can be given through email, phone, mail, in person, and anonymously through the information provided on our website and section 1.1 of this report.

At this time, no feedback has been received. When we do receive feedback, we will respond in a timely manner and take action wherever practical.