

Accessibility Plan Progress Report

IMP Aerospace

Date: 1 June 2025

Reporting Period:

1. General

IMP Aerospace remains firmly committed to creating an inclusive and accessible environment for all individuals, including persons with disabilities. Accessibility continues to be a foundational value, and we recognize the importance of ongoing efforts to remove barriers across our services, systems, and workplace.

During the reporting period progress was limited due to significant staff turnover and resource shortages in both the department leading the Accessibility Committee and the Committee itself. These challenges impacted the capacity to maintain momentum on several accessibility initiatives. Despite this, the organization preserved its focus on accessibility as a strategic priority and has laid the groundwork for renewed progress.

While this period presented challenges, we view it as a temporary setback and are actively working to rebuild capacity and refocus efforts to advance our accessibility goals in the coming year. While there were limited major achievements IMP Aerospace was able to continue to respond to accessibility-related feedback to address immediate barriers where possible, and complete staff recruiting and onboarding initiatives with accessibility components. IMP Aerospace is committed to achieving the highest levels of accessibility, consistent with the principles and objectives set out in the Accessible Canada Act and its associated regulations. We are dedicated to identifying, removing, and preventing barriers to accessibility in a timely manner across all areas of our operations.

This commitment applies to the priority areas identified in the Act, including:

- Employment
- The Built Environment
- Information and communication technologies
- Communication (other than ICT)
- Procurement of goods, services, and facilities
- Design and delivery of programs and services
- Transportation (where applicable)

We recognize accessibility as a continuous process and are taking a proactive approach to embedding accessibility considerations into all decision-making, planning, and service delivery activities. In fulfilling our responsibilities, we strive to ensure that persons with disabilities have equitable access to employment opportunities, workplace environment, facilities, services, and information.

IMP Aerospace has established mechanisms for receiving and responding to feedback about accessibility, including the provision of accessible formats and communication

supports upon request. We are committed to actively consulting with persons with disabilities and representative organizations to inform the development, implementation, and updating of our Accessibility Plan.

Our organization is committed to regular monitoring, public reporting, and updating of our Accessibility Plan at least once every three years, or sooner if required. We are dedicated to building an organization that is inclusive and barrier-free for all employees, clients, and stakeholders.

Any requests for IMP Aerospace's accessibility plan, progress reports, and feedback processes in an alternate format, and/or for any feedback or inquiries regarding the plan, its implementation or any barriers you may have encountered when dealing with IMP Aerospace please contact:

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2. Status of Progress on Areas in Section 5 of the ACA

Priority Area	Key Deliverables	Status
Employment	Hiring Teams including hiring managers, recruiters and HR Department to complete intercultural competency and unconscious bias training.	
	Reviewing all job descriptions to validate minimum requirements and unnecessary references to resulting in barriers to people with disabilities.	
	Ensuring all applicant tracking system is user friendly for all applicants	
	Adding into hiring process all recruiters to verifying with all interviewees whether any of level of accommodation is required during the recruiting process to ensure there are no barriers to accessibility.	
	Ensure all job postings include an equity statement welcoming persons with disabilities to apply and to self identify they chose to do so.	
	Conduct focus groups with our Employment Equity Committee and persons with disabilities to ensure all barriers to employment are considered.	

	Identify mitigation strategies for any barriers to employment identified from the focus groups	
	Implement mitigation strategies identified to eliminate barriers to employment	
	Communicate and train, all requisite parties, on any process changes to eliminate barriers to employment.	
Built Environment	Engage with a third-party consultant to review accessibility requirements	
	Assess first two of seven buildings	
	Assess the remaining five of seven buildings	
	Provide assistive devices and tools for employees with disabilities i.e. adjustable height desks, speech to text etc.	
	Work with persons of disability to identify barriers and challenges; and, develop strategies to implement modifications and renovations to the physical workspace.	
	Implement any suggested modifications/renovations that are selected as a resolution to the barrier.	
ICT	Authorize assistive technologies (i.e. speech-to-text, closed captioning, dictation, high contrast, alternative input devices, etc.)	
	All required IT staff to take an internal learning session on accessibility in IT, to ensure that accessibility is included as a design consideration for software developed for internal use.	
Communication (other than ICT)	Stand up a project team to devise a strategy to improve the accessibility of all formal communications.	
	Review recommendations from project team to improve accessibility for all formal communications.	
	Implement recommendations to improve accessibility for all formal communications.	
	Implement a feedback mechanism to allow employees to indicate whether communication is clear and concise.	
	Update any “readability” on non-digital communications (i.e. signs) for visual disabilities.	
	Conduct focus groups with Employment Equity Committee to determine any methods of improvement with communications.	
Procurement	Provide training to procurement team to improve their awareness of accessibility considerations in procurement and contract activities.	
	Have Procurement team review processes to ensure accessibility is incorporated in their daily activities.	
	Implement any process changes required to ensure procurement team is accessible with no barriers when completing their daily activities in procurement and contracts.	
Programs and Services	Review company policy to ensure that programs and services support the ongoing needs of persons with disabilities in the workplace.	

	Have on-going consultations with the Employment Equity Committee to further reduce barriers to people with disabilities.	
	Update company policies, programs and services to support the ongoing needs of persons with accessibility needs.	
Transportation	Ensure policies and processes support all methods of transport used by third party services when contracted by IMP are barrier free.	

On Track
Will be initiated in 2025
Will be initiated in 2026
Completed

3. Consultations

IMP Aerospace did not reach out for consultation or survey any employees during this reporting period; however, IMP Aerospace is in the process at the time of this report writing to complete a survey for all its employees who have self-identified as Persons with Disabilities. This survey will allow employees to give their feedback and recommendations on accessibility throughout IMP Aerospace facilities. The survey will cover the areas under section 5 of the Accessible Canada Act. The results/data collected from this survey will be provided in the next progress report.

Due to turnover and vacancies on the Accessibility Committee, the committee has not met for the past couple quarters. Re-establishment of the Accessibility Committee is underway at the time of this reporting writing, and therefore, further consultation as outlined in the Accessibility Plan will be underway; as well as the addressing of any barriers brought forth.

4. Feedback and Complaints Process

As part of our ongoing commitment to accessibility and in accordance with the requirements outline in the Accessible Canada Act and its associated regulations, mechanisms have been maintained to receive accessibility-related feedback from the public, employees, and other stakeholders.

During this reporting period, no feedback or complaints have been received regarding barriers to accessibility or the implementation of accessibility measures. This includes feedback submitted through all established channels, such as mail, email, telephone, and in-person communications.

While no input was recorded during this reporting period, the organization remains committed to continuously improving accessibility and encourages all stakeholders to provide feedback. Mechanisms for receiving and responding to accessibility feedback remain active, and information on how to submit feedback continues to be available on our website and internal communication platforms. We will continue to monitor all channels and document any feedback or complaints received in future reports in accordance with the applicable regulatory requirements.

5. Challenges Encountered

During this reporting period, while no feedback or complaints were received through our accessibility feedback mechanisms, the organization faced significant internal challenges that impacted our ability to make measurable progress on our accessibility goals.

The most notable challenge was staffing turnover, which included the departure of several key personnel involved in accessibility planning and implementation. Of particular impact was the loss of the Director of Human Resources, a role that had been central to coordinating initiatives, maintaining momentum, and ensuring that accessibility remained a consistent organizational priority.

This leadership gap, combined with the broader staffing transitions, led to a temporary pause in the committee's activities and hindered the advancement of planned accessibility measures. Efforts to reestablish leadership and rebuild committee capacity are underway, but these changes have affected the continuity and pace of work during the reporting period.

Despite these setbacks, the organization remains committed to accessibility and is actively working to re-stabilize internal structures to support renewed progress in the next reporting cycle.

6. Next Steps and Priorities

Looking ahead, the organization is committed to re-establishing momentum on accessibility planning and implementation. With the recruitment of the new Director of Human Resources and internal stabilization underway, the following next steps and priorities have been identified to address key areas under the Accessible Canada Act. Each action includes a proposed timeline to guide progress into the next reporting period:

1. Built Environment

- Priority: conduct updated accessibility audits across all facilities to identify physical barriers.
- Next Steps:
 - Re-engage facility management and accessibility consultants – Q3 2025
 - Develop a remediation plan based on audit findings – Q4 2025
 - Begin implementation of priority retrofits – Starting Q1 2026.

2. Information and Communication Technologies (ICT)

- Priority: improve digital accessibility across internal platforms and external-facing websites.
- Next Steps:
 - Perform an ICT accessibility gap analysis – Q3 2025

- Update procurement specs for new digital tools to meet WCAG 2.1 Standards – Q4 2025
 - Begin remediation of priority systems – Q1 – 2026
3. Communication (Other than ICT)
- Priority: Ensure all public and internal communications are accessible in format and language.
 - Next Steps:
 - Review and update communication protocols and templates – Q3 2025
 - Provide plain language and alternate format training to communication staff- Q4 2025
 - Pilot accessible document practices in department wide rollout – Q1 2026
4. Procurement of Goods, Services, and Facilities
- Priority: Embed accessibility criteria in all procurement processes.
 - Next Steps:
 - Update procurement policies to include accessibility requirements – Q3 2025
 - Train procurement officers on accessibility standards and tools – Q4 2025
 - Begin applying update procurement standards organization wide – Q1 2026
5. Programs and Services
- Priority: Review existing services to identify accessibility barriers for the public and employees.
 - Next Steps:
 - Launch accessibility review of all major programs – Q4 2025
 - Consult stakeholders and person with disabilities for feedback – Q4 2025 to Q1 2026.
 - Develop action plan for service improvements – Q2 2026.
6. Transportation
- Priority: Evaluate and improve accessible transportation options for employees and service users.
 - Next Steps:
 - Conduct accessibility review of internal and contracted transportation services – Q3 2025
 - Align transportation standards with national guidelines – Q4 2025
 - Implement recommendations in phases – Starting Q1 2026.

The organization remains dedicated to achieving an inclusive and barrier-free environment. Progress in each priority areas will be traced and reflected in the next accessibility report, with an emphasis on transparency, measurable outcomes, and stakeholder engagement.