Cargill Limited Accessibility Plan 2023 - 2026

General

Cargill Limited
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Feedback Contact

To provide feedback on the accessibility plan and any barriers you may encounter, please contact:

Position: Regional Employee Relations Sr. Specialist
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Phone: 204-947-0141
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Company Profile

Cargill Limited (Cargill), headquartered in Winnipeg, MB, employs approximately 8,000 people across Canada. Our interests include the processing of beef, poultry, chocolate, and oilseed, as well as the manufacturing of livestock feed. We operate a significant crop input product retailing and grain handling business and are involved in salt distribution and merchandising. Our affiliate, EWOS Canada Ltd (Cargill), also included in this report, manufactures, and sells fish feed. Cargill Limited and EWOS Canada Ltd are both indirect subsidiaries of Cargill, Incorporated.

Cargill Limited currently has two businesses within its operations that are federally regulated, Cargill Agricultural Supply Chain North America (CASCNA) and Cargill Animal Nutrition & Health (ANH) – primarily representing the industrial sectors of support activities for crop production, animal food manufacturing, animal production, and grain and oilseed milling. Most of our federally regulated employees support CASCNA, which focuses on connecting producers and users of grains and oilseeds around the globe through origination, trading, processing, and distribution, as well as offering a range of farmer services and risk management solutions. Individuals who support federally regulated businesses from within corporate functions, including Finance, Law, Human Resources, and Information Technology, are also federally regulated.

Statement of Commitment

Consistent with Cargill's Guiding Principle #5, we treat people with dignity and respect, Cargill Limited will make every reasonable effort to ensure that its policies, practices, and procedures are consistent with the principles of dignity, independence, integration, and equal opportunity

and reflect the following objectives:

- Allowing everyone to be able to participate fully and equally;

- Allowing everyone to have the same opportunity;

- Ensuring policies, programs, services, and structures take into account the disabilities of persons, and the different ways that persons interact with their environments;

- Consulting with persons with disabilities and considering their input when developing and designing policies, programs, services, and structures.

- Providing reasonable accommodations; and

- Considering individual needs;

Accessibility Plan Action Items

1.0 Employment

1.1 Barrier: Updated Information regarding our workforce is required

Objectives	Actions	Owners
Increase the percentage of employees who have completed the Employment Equity self-identification process to 100% of new hires	• Audit self-identification form collection process • Confirm self-identification process for production employees • Create and deploy training on process of submitting forms for newly hired production employees	Talent Acquisition
Increase the Percentage of Employees who have completed the Employment Equity self-identification process to 90% of current employees.	• Partner with Portal team to create a link in MyHR on the Employment Equity page for employees to self-identify at any time – Currently in progress • Communicate MyHR update and encourage employees to self-id by creating a training and email on self-identifying. Send reminder annually	Employee Relations

1.2 Barrier: More diverse talent recruiting resources are required

Objectives	Actions	Owners
Identify and leverage 2 new resources focused on diverse talent (Job search sites and external recruitment agencies)	• Research available recruiting resources and select the best fit for Cargill	Talent Acquisition

1.3 Barrier: Increased Awareness of Cargill Accommodation policies and practices is necessary

Objectives	Actions	Owners
Provide employees with a clear and consistent approach to accommodations in the workplace	• Review and improve processes and resources for employees seeking accommodations • Update the Accommodation Policy • Develop and implement training regarding the updated accommodation policy, including roles and responsibilities	Employee Relations

1.4 Barrier: Increased awareness and knowledge regarding disabilities is necessary

Objectives	Actions	Owners
Create awareness, de-stigmatization and understanding of mental, physical, visible, and non-visible disabilities for all employees	• Create awareness campaign on internal training and resources, example Disability Allyship training	Employee Relations

2.0 The Built Environment

2.1 Barrier: Building access, navigation, and workstations

Objectives	Actions	Owners
Ensure accessibility in newly constructed buildings and facilities	• Follow Accessible Canada Act Standards for Accessible Design and applicable national building codes • When applicable, consult with persons with disabilities to identify and incorporate in the design of new buildings and facilities	Engineering

	additional accessibility features	
Ensure accessibility in existing Facilities (Offices, Production Facilities, Warehouses, Parking and Green Spaces, etc.)	• Assess existing facilities to identify accessibility gaps. • Identify architectural barriers in the existing buildings that could be easily removed without much difficulty or expense • Develop a plan to address accessibility issues that cannot be addressed through building retrofits or alterations • When facilities' alterations, renovations, expansions, and other changes are planned, the Accessibility Canada Act and the relevant building codes will act as the guiding design input	Engineering

3.0 Information and Communication Technologies (ICT)

3.1 Barrier: Digital tools, platforms, and software

Objectives	Actions	Owners
Create awareness to existing accessibility tools and technologies available in Cargill	• Provide education through channels such as email, recorded training, or lunch & learns explaining accessibility features of technology available to employees. This may include topics such the use of closed captioning in Teams; making Teams available on cellular phones; terms and definitions, etc.	IT
Ensure accessibility tools are available at all locations	• Introduce the role of a Plant Champion across sites in Canada. These IT resources will routinely visit sites and will have a good knowledge of the technology needs and can recommend changes to improve network access and other technologies that can	IT

	improve accessibility	
	• Improve the access to the internet at Cargill locations by bringing in higher bandwidth connectivity where available.	
Ensure the new software selection process includes accessibility features as a key factor	• Review the selection process for new software and incorporate accessibility features as a factor if it is not included already	IT

3.2 Barrier: External websites and intranet

Objectives	Actions	Owners
Ensure Customer facing websites as well as the Cargill intranet meet the WCAG 2.0 Level A-AA Standard	• Review all internal and external web pages related to Cargill Limited to ensure the accessibility standards are met and update if required	IT

4.0 Communication, other than ICT

4.1 Barrier: Consistent process to ensure alternate formats of communication

Objectives	Actions	Owners

Develop process to ensure alternate formats of communication may be provided upon request	• Identify and procure service providers to create alternate formats when needed.
	• Provide these alternate formats as soon as possible and 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
		Global Communications

4.2 Barrier: Plain and concise language used in communication material

Objectives	Actions	Owners
Ensure readability when creating communication documents and emails	• Use plain and concise language on signs and posters and emails to ensure readability • Add more visuals, example pictures, emojis and icons, to portray messaging • Create a library of Cargill acronyms	Global Communications

4.3 Barrier: Availability of accessible tools

Objectives	Actions	Owners
Ensure employees are provided the tools necessary to participate fully in both in-person and virtual meetings.	• Identify sign language interpreter resources • Promote use of closed captioning, including translations, for virtual meetings	Global Communications

5.0 The Procurement of Goods, Services and Facilities

5.1 Barrier: Accessibility to be considered in Procurement policies and procedures

Objectives	Actions	Owners
Ensure accessibility requirements are incorporated into procurement policies and procedures	• Review existing procurement policies and procedures for accessibility requirements and update if necessary • Review internal procurement processes to identify barriers with suppliers of services and goods	Procurement and Transportation

6.0 The Design and Delivery of Programs and Services

6.1 Barrier: Standard approach to ensure accessibility in programs, processes, and services

Objectives	Actions	Owners
Ensure all programs, processes and services have taken accessibility into account.	• Provide training on the Accessible Canada Act and Accessible Canada Regulations for those whose role is to develop programs, processes, and procedures	Employee Relations

6.2 Barrier: Clarity on the accessible tools or services available

Objectives	Actions	Owners
Determine tools and services available to support the accessibility of our workplace	• Research existing accessibility tools and services for employees • Create an awareness campaign highlighted existing tools and services • Research new tools to support persons with disabilities and others who experience barriers in the workplace	Employee Relations

7.0 Transportation

Cargill does not coordinate a transportation system, or a fleet of transportation vehicles as defined in the Accessible Canada Act. This means that standards for transportation are not in the scope of this plan.

Consultations

Internal consultations were conducted In April 2023, through an anonymous online questionnaire that could be accessed via an email link for professional employees or a QR code for production employees. The questionnaire was created in consultation with the Canadian Chapter of Cargill's Ability Network and asked employees to provide recommendations or suggestions on how to make Cargill more accessible in the following areas;

- Employment Processes

- The Built Environment
- Information and Communication Technologies
- Communication, other than IT
- Procurement of Goods, Services, and Facilities
- Programs and Services
- Transportation

The questionnaire provided an overview of the Accessible Canada Act, definitions, and examples of the 7 areas, how to contact MyHR and the Ethics Open Line, information on how to become a member of iCAN. Survey responses were anonymous, but employees could provide their contact information if desired.

The questionnaire resulted in approximately 200 responses, which were taken into consideration when creating the Accessibility Plan. To measure our progress, Cargill will continue to survey employees, including those with disabilities.

Feedback Mechanisms

There are several feedback mechanisms Cargill employees and customers may access to report concerns, ask a question, or provide feedback.

MyHR

Cargill provides employees an online MyHR Portal and toll-free phone number to ask a question or report a concern including, but not limited to, Workforce Concerns, Learning & Development, and My Performance & Talent. All workforce concerns received through the MyHR Portal are routed to Employee Relations Specialists who are trained on Cargill's applicable policies and investigation guidelines.

The MyHR portal also includes a page titled Raising Workforce Concerns. This is where employees can learn about types of workforce concerns and how to report a concern. The Raising Workforce Concerns page includes a reminder of Cargill's non-retaliation policy: *"Cargill will not tolerate retaliation or the threat of retaliation against anyone who, in good faith, raises a concern or participates in an investigation."*

Ethics Open Line

To bring concerns to Cargill's attention, employees, customers and other third parties can submit an online form on the publicly available Ethics Open Line Portal or call a related toll-free number. All Ethics Open Line complaints are routed to Cargill's Corporate Ethics and Compliance group. Individuals using the Ethics Open Line system can choose to remain anonymous and still receive a response from Cargill.

Contact Us

Cargill.ca provides employees, customers, and other third parties the opportunity to submit questions, concerns, and feedback through an online form

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 persons of all abilities.

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."

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."

Resources

For more information and guidance on the Accessible Canada Act and creating an Accessibility Plan:

- Employment and Social Development Canada: Summary of the Accessible Canada Act
  https://www.canada.ca/en/employment-social-development/programs/accessible-people-disabilities/act-summary.html

- Employment and Social Development Canada: Summary of the Accessible Canada

Regulations
https://www.canada.ca/en/employment-social-development/programs/accessible canada/regulations-summary-act.html

- Employment and Social Development Canada: Sample Accessibility Plan Template
  https://www.canada.ca/en/employment-social-development/programs/accessible-canada-regulations-guidance/accessibility-plans/template.html

- Employment and Social Development Canada: Guidance on Accessibility Plans
  https://www.canada.ca/en/employment-social-development/programs/accessible-canada-regulations-guidance/accessibility-plans.html