

# Progress Report

**Reporting Period:** January 1, 2025 - December 31, 2025

**Organization:** Hallcon

**Prepared by:** Caitlin Warner Contact Information: (416) 730-2717

## 1. Introduction

The purpose of this report is to outline the progress made in 2025 in implementing the accessibility measures as mandated by the Act. This report covers progress in various areas including physical, digital, and attitudinal accessibility, as well as the organization's efforts to comply with federal regulations.

## 2. Objectives for the Reporting Period

The primary objectives for 2025 were:

- Ensure digital content is accessible, including updating website accessibility features for digital accessibility across organizational websites and communications.
- Provide alternative formats (ex: large print, audio, etc.) and communication support services (ex: interpreters and captioning).

## 3. Digital Improvements

### 3.1 Website Accessibility

- Our organization's website has undergone an accessibility audit, and in 2025 there were no new issues that were brought to our attention. We have a process in place for individuals to report accessibility issues and issues will be addressed promptly.

### 3.2 Outcome

- These efforts have ensured that 100% of our website and digital content are compliant with the accessibility requirements set out in the Canadian Accessibility Act.

## 4. Communication Barriers

### 4.1 Communication Methods and Accessibility

- We implemented alternative formats as well as alt text for all images, ensured video content is captioned, and improved navigation for screen readers.

### 4.2 Digital Documents

- All new documents produced by our organization are created in accessible formats, including screen reader-friendly PDFs and Word documents.

### 4.3 Outcome

- Our website fully meets standards, and we have a process in place for individuals to report accessibility issues and issues will be addressed promptly.

## 5. Compliance with Accessibility Standards

### 5.1 Compliance Status

- All policies, programs, and services were reviewed for compliance with the Canadian Accessibility Standards in 2025.

## 5.2 Internal Audits

- An internal audit was conducted to ensure ongoing compliance with the Act, identifying areas for future improvement. We plan to continue to implement changes for 2026, focusing on accessible recruitment and inclusive workplace practices.

## 5.3 Outcome

- The organization is in full compliance with the Canadian Accessibility Standards and has established a continuous improvement process.

## 6. Challenges and Areas for Improvement

**While significant progress has been made, the following challenges remain:**

- Ensuring that all third-party contractors meet accessibility requirements.
- Expanding accessibility accommodations for employees working remotely or in hybrid work environments.
- Ongoing monitoring and updating of digital accessibility as new technologies and regulations evolve.

## 7. Conclusion and Next Steps

In 2025, we made considerable steps toward achieving the objectives of the Canadian Accessibility Act. Our work has improved accessibility in both our physical and digital environments, while also enhancing our organizational culture of inclusion. Continued effort is needed to address challenges, particularly around remote work accessibility and the full integration of third-party vendors into our accessibility strategies.

### Next Steps for 2026:

#### Expand and Enhance the HRIS Hub

- Increase Accessible Multimedia Resources: Develop a broader suite of short, accessible training videos and guided walkthroughs to support users at all levels.
- Improve Mobile Experience: Optimize the HRIS hub for mobile devices to ensure seamless navigation and improved access for employees working remotely or in the field.
- Strengthen AI-Enabled Support Features
- Launch Enhanced Virtual Assistant Capabilities: Expand AI assistance to provide real-time guidance and step-by-step help.

#### Feedback and Continuous Improvement

- Evaluate the accessibility feedback process with multiple accessible submission options and clear follow-up protocols.

**By 2026, we aim to achieve further improvements, including the complete integration of accessibility considerations into our recruitment processes and daily operations.**

#### Report Approved by:

**Name:** Caitlin Warner

**Title:** HR Manager

**Signature:** 