

	Accessibility Plan	Document ID: ACC-PLN-01
	Owner: Manager, Stakeholder Relations	Version #: 01 Issue Date: 2024-05-28 Review Date: 2027

VERSION HISTORY

Rev No.	Issue Date	Brief Description of the Change
01	2024-05-28	MOC 24-015 New Document

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1 PURPOSE

Emera Brunswick Pipeline Company Ltd. (EBPC or the Company), a member of the Emera Group of Companies, and owner and operator of the Brunswick Pipeline in New Brunswick, is working to ensure that employees, job applicants, partners, and community members can fully interact with the Company without barriers. We are continuously striving to improve accessibility by listening to feedback from our employees and other stakeholders.

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2 SCOPE

This Plan outlines the steps we have taken, are taking and plan to take in the next three years to identify, prevent and remove barriers for persons with disabilities.

The focus for 2024 will be on:

- Completing a built environment assessment and evaluating the results to establish realistic timelines for resulting actions.
- Reviewing and adapting our plan to incorporate accessibility considerations as we learn from feedback.
- Focusing attention to the employment pillar of accessibility by integrating our Diversity, Equity & Inclusion (DEI) Plan with accessibility requirements.
- Posting our Accessibility Plan.

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3 DEFINITIONS

Table 1: Definitions

Term	Definition
Barrier	Means 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	Means 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.

 BRUNSWICK PIPELINE <small>An Emera Company</small>	<h2>Accessibility Plan</h2>	Document ID: ACC-PLN-01
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4 POLICY AND COMMITMENT

4.1 Employment

Human Resources advances EBPC’s commitment to build a diverse, inclusive, and respectful workplace that reflects the communities where we live and work and to create an environment where every employee is respected and can contribute to their full potential. We envision an environment that embraces our differences and enables a creative, innovative, and high-performing culture.

To support our diversity, equity, and inclusion goals, we have established workplace Policies such as: the Whistleblower, Respectful Workplace, and Workplace Harassment and Violence Prevention Policies. In addition, we offer a hybrid work option to eligible employees, and are working on improvements to our recruitment, onboarding, and learning platforms to better support our diversity, equity and inclusion goals.

Our employment policies, practices and programs are reviewed regularly to ensure they are compliant, relevant, and communicated. Accommodations to return-to-work plans are developed considering the employee’s specific needs.


We also have several workplace groups that support our diversity and inclusion strategies, including our Emera DE&I Committee and Global DE&I Committee.

Table 2: Employment Action Items

Actions	Completion Date
Address accessibility feedback from employees, visitors and contractors.	Ongoing
Provide leaders and employees information related to accessibility in the workplace.	Ongoing
Engage EBPC employees for feedback on this Plan.	Ongoing
Post this Plan, and future updates, on the Company’s website and intranet.	2024
Create a diversity and inclusion plan that integrates accessibility requirements.	2025
Encourage thoughtful discussions with Human Resources and hiring managers to ensure inclusive job descriptions that communicate specific requirements of the role.	2025
Engage with the Emera Corporate Group on how to encourage self-disclosure of disabilities from employees and job applicants.	2026

4.2 Built Environment

Moving forward, we will work closely with our landlords to identify opportunities to improve the built environment where our office spaces are leased. Our office leases are renewed on a 5-year basis and as we move forward, we will consider our accessibility needs and work with the landlords to reasonably accommodate those needs.

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EBPC will prioritize and conduct a built environment assessment of its office locations in 2024 to gain experience and learnings that will be used to guide future plans and improvements of EBPC’s work locations.

Table 3: Built Environment Action Items

Actions	Completion Date
Review field sites and implement, where applicable, accessibility improvements.	Ongoing
Schedule Built Environment Assessment of office sites with Ability NB.	2024
Review actions from Assessment and update plan as required.	2025
Explore opportunities with the landlord to create a wellness/nursing/multi faith area in our Germain Street office site.	2026
Ensure accessibility is included in evacuation and emergency plans and communicated to staff through our internal site.	2026

4.3 Information and Communication Technologies

As sharing and communicating information digitally has become more prevalent throughout the workforce, we will work to provide solutions to ensure all employees have improved access to the technology needed to do their job.

EBPC recognizes that work remains to be done with comprehensive accessibility assessments of its external and internal information and communication technologies.

Table 4: Information and Communication Technologies Action Items

Actions	Completion Date
Engage the Emera Corporate Group to review accessibility performance of IT assets and resources.	2025
Assess EBPC websites to encourage adoption of accessibility guidelines.	2025
Work with the Emera Corporate Group to develop a process for providing adaptive technology, when needed, for reasonable workplace accommodations.	2027
Identify digital public-facing documents to be updated so they meet accessibility standards.	2027

4.4 Communication, other than Information and Communication Technologies

Our communications goals related to accessibility will be aimed at reducing prejudices and stigmatization of persons with disabilities. The goal is to provide awareness of accessibility issues, supports and changing communication to be inclusive of everyone.


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Table 5: Communication, other than Information and Communication Technologies Action Items

Actions	Completion Date
Review public-facing materials for plain language requirements.	Ongoing
Create a diversity and inclusion plan that shares guiding principles for inclusive communication.	2025

4.5 Procurement of Goods, Services and Facilities

Identifying strategic opportunities to manage our supply chain, facilities and goods and services from third parties is an important consideration for EBPC. We will encourage diversity by creating opportunities for qualified diverse suppliers to participate in our projects and operations.

Table 6: Procurement of Goods, Services and Facilities Action Items

Actions	Completion Date
Promote awareness about procurement opportunities to businesses owned by persons with disabilities.	Ongoing
Create a local list of businesses owned by diverse persons that all employees with procurement cards can reference.	2025


4.6 Design and Delivery of Programs and Services

Addressing accessibility issues at EBPC can be challenged by an incomplete dataset of persons with disabilities. Our DEI strategy includes plans to improve these datasets through our corporate recruitment process.

Externally, we engage with various organizations throughout our community through investments and events that support safety, innovation, and youth opportunities. We also have a designated fund that supports opportunities related to Diversity, Equity, and Inclusion. Efforts are being made to ensure accessible resources and events are provided to our community so everyone can participate.

Table 7: Design and Delivery of Programs and Services Action Item

Action	Completion Date
As part of consultation meetings and events with local communities and stakeholders, consider accessibility guidelines and offer accommodations where possible.	Ongoing

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4.7 Transportation

EBPC relies on transportation in several ways. While there are two office locations in Saint John, some employees need to travel between these offices and to other operational locations along the pipeline right-of-way that are away from reliable transportation infrastructure.

Table 8: Transportation Action Item

Action	Completion Date
Reflect on the impact of accessibility of transportation for potential new employees.	2025

4.8 Consultation

An organizational culture that supports persons with disabilities requires awareness, empathy and understanding from all employees. In support of this, EBPC has developed a Diversity, Equity and Inclusion Strategy and has engaged its staff in its implementation. We have been building internal capacity and awareness around these topics for the last 2 years with support from Emera Inc. and participation in the Emera Group DE&I Committee and Global DE&I Committee Working Groups.

We are working with other Emera Operating Companies to better understand accessibility challenges faced both internally and externally. To assist in addressing these challenges, we have engaged a third-party consultant to help us in the consultation process to ensure we are making informed decisions that reflect an inclusive lived experience.

Table 9: Consultation Action Item

Action	Completion Date
Consult with Ability NB.	2024

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5 FEEDBACK

For more information, to provide feedback or to request alternate formats, contact:

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We welcome questions and comments provided in good faith and take steps to address barriers to accessibility identified through this process.