

## AirSprint Accessibility Plan Progress Report 2024

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### Introduction

AirSprint continues to support a culture of diversity, equity, and inclusion. We are committed to developing a barrier-free workplace that allows for full participation of all individuals, including persons with disabilities.

### General

For inquiries about this Plan or about accessibility at AirSprint, please contact us in one of the following ways:

**Contact:** HR Director  
**By mail:** AirSprint Private Aviation  
1910 McCall Landing NE  
Calgary, Alberta T2E 9B5  
**Email:** [humanresources@AirSprint.com](mailto:humanresources@AirSprint.com)  
**Telephone:** 1.403.539.8117

### Feedback Process

Feedback may be provided anonymously: by mail; by telephone, by disabling the caller ID function; or by email via an anonymous account that does not identify you. AirSprint will acknowledge receipt of feedback – with the exception of feedback received anonymously – in the same manner in which it was received.

To provide feedback, please contact us in one of the following ways:

**Contact:** HR Director  
**By mail:** AirSprint Private Aviation  
1910 McCall Landing NE  
Calgary, Alberta T2E 9B5  
**Email:** [humanresources@AirSprint.com](mailto:humanresources@AirSprint.com)  
**Telephone:** 1.403.539.8117

### Alternate Formats

Alternate formats of this Progress Report, which includes the description of the feedback process, are available as follows:

- Audio
- Large print
- Print
- Braille
- Electronic (an electronic format that is compatible with adaptive technology that is intended to assist persons with disabilities)

Print, large print, and electronic formats of this Progress Report will be provided within 15 days of a request. Braille or audio formats of this Progress Report will be provided within 45 days of a request.

### Focus Area 1: Employment

AirSprint prioritized creating an inclusive work environment. Growing by over 30% in 2023, we continued to offer accommodation throughout the recruitment and selection process. Candidates were encouraged to request any needed support, including disability accommodations. This information was clearly communicated on job postings and reiterated during the interview process. AirSprint's website emphasizes the goal of maintaining a welcoming and inclusive culture representative of Canada.

## **Focus Area 2: The Built Environment**

AirSprint was committed to eliminating physical barriers in the workplace. The company acquired additional accessible office and hangar space, which was on ground level and suitable for individuals using mobility aids such as wheelchairs. Furthermore, AirSprint continued to transition to ergonomic office equipment with any new purchases and provided accommodations as needed to address accessibility issues.

## **Focus Area 3: Information and Communication Technologies (ICT)**

AirSprint continues to use Microsoft Office products, which provide best-in-class apps and powerful cloud services with accessibility built in, including features addressing impairments with Vision, Hearing, Neurodiversity, Learning, Mobility and Mental Health.

The remainder of AirSprint systems are primarily web based and therefore benefit from the Accessibility features of Google Chrome. These include live captioning, quick highlighting of focused objects, page navigation with a text cursor instead of a mouse and image descriptions.

AirSprint remains committed to providing a website accessible to the broadest possible audience, regardless of technology or ability. We are continuously working to increase the accessibility and usability of our website and, in doing so, adhere to many of the available standards and guidelines.

The AirSprint website endeavours to conform to level Double-A of the World Wide Web Consortium (W3C) [Web Content Accessibility Guidelines 2.1](#). The AirSprint website uses code compliant with W3C standards for HTML/CSS, which displays correctly in current browsers. We are working on a design refresh scheduled to launch in October, which will include further accessibility enhancements.

## **Focus Area 4: Communication, Other Than ICT**

AirSprint has committed to ensure alternative formats for all internal and external communications and marketing collateral will be available upon request. AirSprint will provide print, large print, and electronic formats within 15 days of a request. Braille or audio formats will be provided within 45 days of a request.

## **Focus Area 5: The Procurement of Goods, Services, and Facilities**

AirSprint has continued to evaluate the effectiveness of our accessibility procurement initiatives and has made necessary adjustments, to enhance accessibility in procurement processes and contribute to broader goals of inclusivity and accessibility.

## **Focus Area 6: The Design and Delivery of Programs and Services**

Throughout this reporting period, AirSprint provided “Disability Awareness Training” to all employees who work directly with our clients as part of their orientation process, ensuring our employees can effectively support our Fractional Owners with accessibility needs. Accessibility needs of our Fractional Owners have been accommodated as required.

## **Focus Area 7: Transportation**

AirSprint has provided accessible assistance as required through this reporting period. Owner accessibility requirements have been addressed as necessary. No transportation-related barriers have been identified in this reporting period.

## **Provisions of CTA Accessibility-Related Regulations**

AirSprint is subject to and remained compliant with the following CTA accessibility-related regulations:

- *Personnel Training for the Assistance of Persons with Disabilities Regulations*
- *Accessible Transportation Planning and Reporting Regulations*

### **Consultations**

While AirSprint did not conduct formal consultations with persons with disabilities during this reporting period, we plan to engage with external organizations to gather feedback and enhance our accessibility initiatives in the upcoming months. Additionally, we will ask our employees to share their own accessibility experiences at AirSprint and identify any barriers they've noticed for our employees and Owners.

### **Feedback**

AirSprint has not received any feedback related to accessibility. We are committed to learn from any feedback we do receive and will carefully consider and respond to any input we receive.