

Accessible Customer Service Policy

King Masonry Yard Ltd. is committed to meeting its current and ongoing obligations under the Ontario Human Rights Code respecting non-discrimination.

King Masonry Yard Ltd. understands that obligations under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* and its accessibility standards do not substitute or limit its obligations under the Ontario Human Rights Code or obligations to people with disabilities under any other law.

King Masonry Yard Ltd. is committed to complying with both the *Ontario Human Rights Code* and the *AODA*.

King Masonry Yard Ltd. is committed to excellence in serving all customers including people with disabilities.

Our accessible customer service policies are consistent with the principles of independence, dignity, integration and equality of opportunity for people with disabilities.

Assistive Devices

People with disabilities may use their personal assistive devices when accessing our goods, services or facilities.

In cases where the assistive device presents a significant and unavoidable health or safety concern or may not be permitted for other reasons, other measures will be used to ensure the person with a disability can access our goods, services or facilities.

We will ensure that our staff are trained and familiar with various assistive devices we have on site or that we provide that may be used by customers with disabilities while accessing our goods, services or facilities.

Communication

We will communicate with people with disabilities in ways that take into account their disability, without compromising their independence and dignity.

This may include the following:

- Only raising voice if asked to do so.
- Being polite and patient while conversing
- Speaking directly to the person, not the person that is with them
- Asking the person with a disability what ways will help with communication
- Don't pretend to understand, but let the person know there is a difficulty in understanding; trying to ask yes or no questions
- Reword rather than repeat misunderstandings
- Only refer to the person's disability if relevant or necessary
- Offer assistance if appears necessary, but respect the person's wishes if they don't accept your offer
- Emphasize abilities and need for accessibilities, not limitations or the disability (unless required)
- Not to portray people with disabilities as inspirational only because of their disability

We will work with the person with a disability to determine what method of communication works for them.

Service Animals

We welcome people with disabilities and their service animals. Service animals are allowed on the parts of our premises that are open to the public.

When we cannot easily identify that an animal is a service animal, our staff may ask a person to provide documentation (template, letter or form) from a regulated health professional that confirms the person needs the service animal for reasons relating to their disability.

If service animals are prohibited by another law, we will do the following to ensure people with disabilities can access our goods, services or facilities:

- Explain why the animal is excluded
- Discuss with the customer another way of providing goods, services or facilities.

Support persons

A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on our premises.

In certain cases, King Masonry Yard Ltd. might require a person with a disability to be accompanied by a support person for the health or safety reasons of:

- The person with a disability
- Others on the premises

Before making a decision, King Masonry Yard Ltd. will:

- Consult with the person with a disability to understand their needs
- Consider health or safety reasons based on available evidence
- Determine if there is no other reasonable way to protect the health or safety of the person or others on the premises

Notice of temporary disruption

In the event of a planned or unexpected disruption to services or facilities for customers with disabilities, King Masonry Yard Ltd. will notify customers promptly. This clearly posted notice will include information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available. The notice will be made publicly available via in office posting and website posting.

Training

King Masonry Yard Ltd. will provide accessible customer service training to:

- All employees and volunteers
- Anyone involved in developing our policies
- Anyone who provides goods, services or facilities to customers on our behalf

Staff will be trained on accessible customer service within the first three months after being hired.

Training will include:

- Purpose of the *Accessibility for Ontarians with Disabilities Act, 2005* and the requirements of the customer service standard
- King Masonry Yard Ltd.'s policies related to the customer service standard
- How to interact and communicate with people with various types of disabilities
- How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person
- How to use the equipment or devices available on-site or otherwise that may help with providing goods, services or facilities to people with disabilities.
- What to do if a person with a disability is having difficulty in accessing King Masonry Yard's goods, services or facilities

Staff will also be trained when changes are made to our accessible customer service policies.

Feedback process

King Masonry Yard Ltd. welcomes feedback on how we provide accessible customer service. Customer feedback will help us identify barriers and respond to concerns.

Customers who wish to provide feedback on the way King Masonry Yard Ltd. provides goods, services or facilities to people with disabilities can provide feedback in the following ways:

- Website Accessibility Feedback Form
- Alternative feedback by phone or mail

All feedback, including complaints, will be handled in the following manner:

- Website Accessibility Feedback Forms, mail-ins and phone calls will be submitted or forwarded to the Health and Safety Committee and Human Resources to review and address the person with the complaint

Customers can expect to hear back in 3 days.

King Masonry Yard Ltd. will make sure our feedback process is accessible to people with disabilities by providing or arranging for accessible formats and communication supports, on request.

Notice of availability of documents

King Masonry Yard Ltd. will notify the public that documents related to accessible customer service, are available upon request by posting a notice in the following locations/ways:

- Front office supply cabinet
- Warehouse - punch clock room
- Website

King Masonry Yard Ltd. will provide this document in an accessible format or with communication support, on request. We will consult with the person making the request to determine the suitability of the format or communication support. We will provide the accessible format in a timely manner and, at no additional cost.

Modifications to this or other policies

Any policies of King Masonry Yard Ltd. that do not respect and promote the principles of dignity, independence, integration and equal opportunity for people with disabilities will be modified or removed.