

ROYAL WOODWORKING CO. LIMITED

Title: Royal Woodworking Customer Service Accessibility Standard (Integrated Accessibility Standards Regulation, Ont. Reg. 191/11)	Date of Issue: January 1, 2012
Location: Royal Woodworking Company	Review / Revise Date: January 1, 2021

Purpose

The policy is intended to meet the requirements of Accessibility Standards for Customer Service, Ontario Regulation 191/11 under the Accessibility for Ontarians with Disabilities Act, 2005, and applies to the provision of goods and services to the public or other third parties, not to the goods themselves.

Royal Woodworking Company is committed to providing goods and services which follow the principles of dignity, independence and equal opportunity.

Scope

This policy applies to the provision of goods and services at premises owned and operated by Royal Woodworking Company.

This policy applies to employees, agents and/or contractors who deal with the public or other third parties that act on behalf of the Company, including when the provision of goods and services occurs off Company premises.

This policy shall also apply to all persons who participate in the development of the Company's policies, practices and procedures governing the provision of goods and services to members of the public or third parties.

The section of this policy that addresses the use of guide dogs, service animals and service dogs only applies to the provision of goods and services that take place at the premises owned and operated by Royal Woodworking Company.

Definitions

Disability – the term disability as defined by the Accessibility for Ontarians with Disabilities Act, 2005, and the Ontario Human Rights Code, refers to:

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device.
- a condition of mental impairment or a developmental disability.
- a learning disability or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language.
- a mental disorder
- an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997

Assistive Device – is a technical aid, communication device or other instrument that is used to maintain or improve the functional abilities of people with disabilities. Personal assistive devices are typically devices that customers bring with them that might assist in hearing, seeing, communicating, moving, breathing, remembering and/or reading, such as a wheelchair, walker or a personal oxygen tank, etc.

Guide Dog – is a highly trained working dog that has been trained to provide mobility, safety and increased independence for people who are blind.

Service Animal – an animal is a service animal for a person with a disability if:

- it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or
- if the person provides a letter from a regulated health professional confirming that the person requires the animal for reasons relating to the disability.

Service Dog – a dog, other than a guide dog for the blind, is a service dog if:

- it is readily apparent to an average person that the dog functions as a service dog for a person with a medical disability; or
- the person who requires the dog can provide, on request, a letter from a regulated health professional confirming that the person requires a service dog.

Support Person – in relation to a person with a disability, is another person who accompanies him or her in order to help with communication, mobility, personal care, medical needs or access to goods and services.

Management Responsibilities

It is the responsibility of managers and supervisors to ensure that all employees conduct themselves in an appropriate manner and abide by all of the Company's policies, procedures, and practices. Additionally, managers and supervisors have the responsibility to maintain a professional work environment, and to ensure that it is conducive to, and encourages, appropriate associate behaviours and conduct.

General

In accordance with the Accessibility Standards for Customer Service, Ontario Regulation 191/11, this policy addresses the following:

1) The Provision of Goods and Services to Persons with Disabilities

The Company 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 by:

- ensuring that all customers receive the same value and quality.
- allowing customers with disabilities to do things in their own ways, at their own pace when accessing goods and services as long as this does not present a safety risk.
- using alternative methods, when possible, to ensure that customers with disabilities have access to the same services, in the same place and in a similar manner;
- communicate in an effective manner that takes into account the customer's disability.
- taking into account individual needs when providing goods and services.

2) The Use of Assistive Devices

Persons with disabilities may use their own assistive devices as required when accessing goods or services provided by the company. Royal Woodworking Company does not offer assistive devices.

In cases where the assistive device presents a safety concern or where accessibility might be an issue, other reasonable measures will be used to ensure the access of goods and services. For example, where elevators are not present and an individual requires assistive devices for the purposes of mobility, service will be provided in a location that meets the needs of the customer.

3) The Use of Guide Dogs, Service Animals and Service Dogs

A customer with a disability that is accompanied by guide dog, service animal or service dog will be allowed access to premises that are open to the public unless otherwise excluded by law. Although service animals are most commonly dogs, other service animals could include, but are not limited to, ferrets, monkeys etc.

Recognizing a Guide Dog, Service Dog and/or Service Animal:

To be considered a service animal under this standard, it must either be readily apparent that the animal is being used because of a person's disability or the person with a disability may be asked to provide a letter from a regulated health professional confirming that it is required because of his or her disability, a valid identification card signed by the Attorney General of Canada, or a certificate of training from a recognized guide dog or service animal training school.

Care and Control of the Animal:

The customer that is accompanied by a guide dog, service dog and/or service animal is responsible for maintaining care and control of the animal at all time. The owner is responsible to "stoop and scoop". If the service animal is causing a disturbance for other customers, the customer and accompanying service animal may be required to leave the area or the company premises.

If a health and safety concern presents itself, for example in the form of a severe allergy to the animal, the company will make all reasonable efforts to meet the needs of all individuals.

4) The Use of Support Persons

Royal Woodworking Company is committed to welcoming people with disabilities who are accompanied by a support person. If a customer with a disability is accompanied by a support person, the company will ensure that both persons are allowed to enter the premises together and that the customer is not prevented from having access to the support person. In certain cases the company might require a person with a disability to be accompanied by a support person for health and safety reasons only after consulting with the person with the disability to understand their needs, health and safety reasons based on available evidence and if there is no other reasonable way to protect the health or safety of the person or others on the premises.

In cases where confidential information might be discussed, consent will be obtained from the customer, prior to any confidential information being discussed.

5) Notice of Disruptions in Service

Royal Woodworking Company is aware that temporary disruptions of services may occur due to reasons that may or may not be within the control or knowledge of the Company. In the event of any temporary disruptions to facilities or services that customers with disabilities rely on to access or use the Company's goods or services, reasonable efforts will be made to provide advance notice.

Notifications will include:

In the event that a notification needs to be posted the following information will be included unless it is not readily available or known:

- goods or services that are disrupted or unavailable.
- reason for the disruption.
- anticipated duration.
- a description of alternative services or options.

Notifications Options:

When disruptions occur Royal Woodworking Company will provide notice by:

- posting notices at the point of disruption, at the main entrance and the nearest accessible entrance to the service disruption and on the website.
- contacting customers with appointments.
- verbally notifying customers when they are making an appointment, or
- by any other method that may be reasonable under the circumstances.

6) Customer Feedback Process

The Company shall provide customers with the opportunity to provide feedback on the service provided to customers with disabilities. Customers can offer their feedback in the following ways:

- On-line at www.Alexmoulding.com
- E-mail and telephone to the Director of Human Resources.
- In writing where correspondence is re-directed to the appropriate response employee;
- In person to the Director of Human Resources.

7) Training

Training will be provided to all employees or other third parties that act on behalf of the Company.

Training Provisions:

Training will cover the following:

- a review of the purpose of the Accessibility for Ontarians with Disabilities Act, 2005.
- a review of the requirements of the Accessibility Standards for Customer Service.
- instructions on how to interact and communicate with people with various types of disabilities.

Instructions on how to interact with people with disabilities who:

- use assistive devices.
- require the assistance of a guide dog, service dog or other service animal, or
- require the use of a support person.
- instructions on what to do if a person with a disability is having difficulty accessing your services.
- the company's policies, procedures and practices pertaining to providing accessible customer service to customers with disabilities.

Record of Training:

A record of the training will be kept for each employee.

8) Notice of Availability and Format of Documents

Notification of the availability of documents related to the Accessibility Standard for Customer Service is available upon request on our internal intranet service and/or by any other reasonable method.

9) Emergency Preparedness

Royal Woodworking Company believes that Emergency Preparedness is an important component to the safety and security of all employees and customers. Being as prepared as possible for emergencies will assist with minimizing the negative impact that an emergency can have on people.

Each individual is responsible for their own well-being, safety and security. During a serious emergency, support from both internal and external services may be limited at the time due to the magnitude of the emergency.

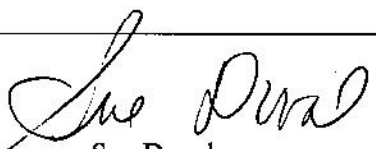

All individuals requiring special evacuation assistance are encouraged to self-identify to their representative. Advising others of restrictions will provide better preparation during an evacuation.

Non - Compliance

Failure to comply with this policy may result in disciplinary action up to and including termination.

Communication

All new employees will be informed of this policy during orientation.

Approval	
 Sue Duval Branch Manager	 Alana Bissonnette Human Resources Manager