

# Accessibility Policy

## Purpose and Application

Under the **Accessibility for Ontarians with Disabilities Act, 2005** all businesses must meet the requirements of accessibility standards established by regulation. This policy establishes the accessibility standards for customer service for Oshawa PUC Networks Inc., in accordance with Ontario Regulation 429/07. This policy applies to all employees of Oshawa PUC Networks Inc., agents, volunteers and contracted service staff.

## Definitions

**Accessible** means customer service is provided in a manner that is capable of being easily understood or appreciated; easy to get at; capable of being reached, or entered; obtainable.

**Disability** means:

- a) Any degree of physical 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 impairment, 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,
- b) A condition of mental impairment or a developmental disability
- c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d) A mental disorder,
- e) An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*

**Guide Dog** means a dog trained as a guide for a blind person and having the qualifications prescribed by the Blind Persons' Rights Act R.S.O. 1990, c. B.7, s. 1 (1).

**Service Animal** is an 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/her disability; or if the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.

## Policy Statement

Oshawa PUC Networks Inc. is committed to providing exceptional and accessible service to its customers. Goods and services will be provided in a manner that respects the *dignity and independence* to all customers. The provision of services to persons with disabilities will be *integrated* wherever possible. Persons with disabilities will be given an opportunity *equal* to that given to others, to obtain, use or benefit from the services provided by and on behalf of Oshawa PUC Networks Inc.

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## Policy Requirements

### Accessibility Training Policy

- a. Every person who deals with members of the public or who participates in developing Oshawa PUC Networks Inc's policies, practices and procedures governing the provision of goods and services to the public; including company staff, volunteers, agents, contractors and others who provide service on behalf of Oshawa PUC Networks Inc. will receive training regarding the provision of services to persons with disabilities.
- b. The training will include the following information:
  - i. The purposes of the Accessibility for Ontarians with Disabilities Act,
  - ii. How to interact and communicate with persons with various types of disabilities,
  - iii. How to interact with persons with disabilities who use an assistive device, or require the assistance of a service animal or support person
  - iv. How to use equipment made available by the company to help people with disabilities to access goods and services
  - v. What to do if a person with a disability is having difficulty accessing services.
- c. Training will be provided to each person according to his or her needs and duties and as soon as is practicable on an ongoing basis in connection with changes to policies, practices and procedures governing the provision of services to persons with disabilities. A record of the dates on which training is provided and the number of individuals to whom it is provided will be kept.

### Feedback Process

Oshawa PUC Networks Inc. accepts feedback from the public in a variety of methods including:

- Phone
- In person
- Fax
- Email
- And, through feedback forms

All feedback is reviewed, complaints will be investigated and follow up is provided to the customer if requested.

### Use of Service Animals and Support Persons

- a. If a person with a disability is accompanied by a guide dog or other service animal, Oshawa PUC Networks Inc. will ensure that the person is permitted to enter Oshawa PUC Networks Inc. and to keep the animal with him or her unless the animal is otherwise excluded by law. Where a service animal is excluded by law, Oshawa PUC Networks Inc. will ensure that other measures are available to enable the person with a disability to obtain, use and benefit from the Company's

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goods and services. The service animal must be under the care and control of the individual at all times.

- b. If a person with a disability is accompanied by a support person, Oshawa PUC Networks Inc. will ensure that both persons are permitted to enter a Company facility, and that the person with a disability is not prevented from having access to the support person. Oshawa PUC Networks Inc. may require a person with a disability to be accompanied by a support person when in a Company facility, but only if a support person is necessary to protect the health or safety of the person with a disability or the health or safety of others in the facility. If an amount is payable by a support person for admission, or otherwise, to a premise, Oshawa PUC Networks Inc. will ensure notice is given in advance about the amount.

### Notice of Temporary Disruptions

Oshawa PUC Networks Inc. shall provide notice of disruption of services to the public.

Any Notice of Disruption will contain the following:

- Reason for the disruption
- Anticipated duration
- Alternative facilities or services

Company staff will provide such notice in at least one of the following three methods:

- Notice physically posted at the site of the disruption
- Notice on Company website
- Notice in local newspaper

### Notice of Availability of Documents

Oshawa PUC Networks Inc. will provide the public notice of the availability of the documents, required by the Accessibility Standards for Customer Service, (O. Reg 429/07) upon request. Notice of availability will be provided on Oshawa PUC Networks Inc's. web site and through other printed methods.

### Format of Documents

If Oshawa PUC Networks Inc. is required, by the Accessibility for Ontarians with Disabilities Act, 2005, to give a copy of a document to a person with a disability, the Company will take into account the person's ability to access the information and will provide the document or information contained in the document in a format that meets those needs as agreed upon with the person.

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## Related and Supporting Documentation

- a) Ontario Regulation 429/07, Accessibility for Ontarians with Disabilities Act, 2005 – Accessibility Standards for Customer Service
- b) Outline of Accessible Customer Service Training Provided to Staff

## ONTARIO REGULATION 429/07

made under the

## ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005

Made: July 25, 2007

Filed: July 27, 2007

Published on e-Laws: July 31, 2007

Printed in *The Ontario Gazette*: August 11, 2007

## ACCESSIBILITY STANDARDS FOR CUSTOMER SERVICE

## Purpose and Application

1. (1) This Regulation establishes accessibility standards for customer service and it applies to every designated public sector organization and to every other person or organization that provides goods or services to members of the public or other third parties and that has at least one employee in Ontario.

(2) In this Regulation,

“designated public sector organization” means the Legislative Assembly and the offices of persons appointed on the address of the Assembly, every ministry of the Government of Ontario, every municipality and every person or organization listed in Schedule 1 or described in Schedule 2 to this Regulation; (“organisation désignée du secteur public”)

“provider of goods or services” means a person or organization to whom this Regulation applies. (“fournisseur de biens ou de services”)

## Effective dates

2. The accessibility standards for customer service apply to the designated public sector organizations on and after January 1, 2010 and to other providers of goods or services on and after January 1, 2012.

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## Establishment of policies, practices and procedures

3. (1) Every provider of goods or services shall establish policies, practices and procedures governing the provision of its goods or services to persons with disabilities.

(2) The provider shall use reasonable efforts to ensure that its policies, practices and procedures are consistent with the following principles:

1. The goods or services must be provided in a manner that respects the dignity and independence of persons with disabilities.
2. The provision of goods or services to persons with disabilities and others must be integrated unless an alternate measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use or benefit from the goods or services.
3. Persons with disabilities must be given an opportunity equal to that given to others to obtain, use and benefit from the goods or services.

(3) Without limiting subsections (1) and (2), the policies must deal with the use of assistive devices by persons with disabilities to obtain, use or benefit from the provider's goods or services or the availability, if any, of other measures which enable them to do so.

(4) When communicating with a person with a disability, a provider shall do so in a manner that takes into account the person's disability.

(5) Every designated public sector organization and every other provider of goods or services that has at least 20 employees in Ontario shall prepare one or more documents describing its policies, practices and procedures and, upon request, shall give a copy of a document to any person.

## Use of service animals and support persons

4. (1) This section applies if goods or services are provided to members of the public or other third parties at premises owned or operated by the provider of the goods or services and if the public or third parties have access to the premises.

(2) If a person with a disability is accompanied by a guide dog or other service animal, the provider of goods or services shall ensure that the person is permitted to enter the premises with the animal and to keep the animal with him or her unless the animal is otherwise excluded by law from the premises.

(3) If a service animal is excluded by law from the premises, the provider of goods or services shall ensure that other measures are available to enable the person with a disability to obtain, use or benefit from the provider's goods or services.

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(4) If a person with a disability is accompanied by a support person, the provider of goods or services shall ensure that both persons are permitted to enter the premises together and that the person with a disability is not prevented from having access to the support person while on the premises.

(5) The provider of goods or services may require a person with a disability to be accompanied by a support person when on the premises, but only if a support person is necessary to protect the health or safety of the person with a disability or the health or safety of others on the premises.

(6) If an amount is payable by a person for admission to the premises or in connection with a person's presence at the premises, the provider of goods or services shall ensure that notice is given in advance about the amount, if any, payable in respect of the support person.

(7) Every designated public sector organization and every other provider of goods or services that has at least 20 employees in Ontario shall prepare one or more documents describing its policies, practices and procedures with respect to the matters governed by this section and, upon request, shall give a copy of a document to any person.

(8) In this section,

“guide dog” means a guide dog as defined in section 1 of the *Blind Persons Rights’ Act*; (“chien-guide”)

“service animal” means an animal described in subsection (9); (“animal d’assistance”)

“support person” means, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care or medical needs or with access to goods or services. (“personne de soutien”)

(9) For the purposes of this section, an animal is a service animal for a person with a disability,

(a) if it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or

(b) if the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.

### Notice of temporary disruptions

5. (1) If, in order to obtain, use or benefit from a provider's goods or services, persons with disabilities usually use particular facilities or services of the provider and if there is a temporary disruption in those facilities or services in whole or in part, the provider shall give notice of the disruption to the public.

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(2) Notice of the disruption must include information about the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available.

(3) Notice may be given by posting the information at a conspicuous place on premises owned or operated by the provider of goods or services, by posting it on the provider's website, if any, or by such other method as is reasonable in the circumstances.

(4) Every designated public sector organization and every other provider of goods or services that has at least 20 employees in Ontario shall prepare a document that sets out the steps to be taken in connection with a temporary disruption and, upon request, shall give a copy of the document to any person.

### Training for staff, etc.

6. (1) Every provider of goods or services shall ensure that the following persons receive training about the provision of its goods or services to persons with disabilities:

1. Every person who deals with members of the public or other third parties on behalf of the provider, whether the person does so as an employee, agent, volunteer or otherwise.
2. Every person who participates in developing the provider's policies, practices and procedures governing the provision of goods or services to members of the public or other third parties.

(2) The training must include a review of the purposes of the Act and the requirements of this Regulation and instruction about the following matters:

1. How to interact and communicate with persons with various types of disability.
2. How to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog or other service animal or the assistance of a support person.
3. How to use equipment or devices available on the provider's premises or otherwise provided by the provider that may help with the provision of goods or services to a person with a disability.
4. What to do if a person with a particular type of disability is having difficulty accessing the provider's goods or services.

(3) The training must be provided to each person as soon as practicable after he or she is assigned the applicable duties.

(4) Training must also be provided on an ongoing basis in connection with changes to the policies, practices and procedures governing the provision of goods or services to persons with disabilities.

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(5) Every designated public sector organization and every other provider of goods or services that has at least 20 employees in Ontario shall prepare a document describing its training policy, and the document must include a summary of the contents of the training and details of when the training is to be provided.

(6) Every designated public sector organization and every other provider of goods or services that has at least 20 employees in Ontario shall keep records of the training provided under this section, including the dates on which the training is provided and the number of individuals to whom it is provided.

### Feedback process for providers of goods or services

7. (1) Every provider of goods or services shall establish a process for receiving and responding to feedback about the manner in which it provides goods or services to persons with disabilities and shall make information about the process readily available to the public.

(2) The feedback process must permit persons to provide their feedback in person, by telephone, in writing, or by delivering an electronic text by email or on diskette or otherwise.

(3) The feedback process must specify the actions that the provider of goods or services is required to take if a complaint is received.

(4) Every designated public sector organization and every other provider of goods or services that has at least 20 employees in Ontario shall prepare a document describing its feedback process and, upon request, shall give a copy of the document to any person.

### Notice of availability of documents

8. (1) Every designated public sector organization and every other provider of goods or services that has at least 20 employees in Ontario shall notify persons to whom it provides goods or services that the documents required by this Regulation are available upon request.

(2) The notice may be given by posting the information at a conspicuous place on premises owned or operated by the provider, by posting it on the provider's website, if any, or by such other method as is reasonable in the circumstances.

### Format of documents

9. (1) If a provider of goods or services is required by this Regulation to give a copy of a document to a person with a disability, the provider shall give the person the document, or the information contained in the document, in a format that takes into account the person's disability.

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(2) The provider of goods or services and the person with a disability may agree upon the format to be used for the document or information.

## Commencement

10. This Regulation comes into force on January 1, 2008.

## SCHEDULE 1

### BOARDS, COMMISSIONS, AUTHORITIES AND AGENCIES

1. Agriculture, Food and Rural Affairs Appeal Tribunal.
2. Agricorp.
3. Alcohol and Gaming Commission of Ontario.
4. Algonquin Forestry Authority.
5. Assessment Review Board.
6. Board of negotiation continued under subsection 27 (1) of the *Expropriations Act*.
7. Cancer Care Ontario.
8. The Centennial Centre of Science and Technology.
9. Child and Family Services Review Board.
10. College Compensation and Appointments Council.
11. Each community care access corporation as defined in section 1 of the *Community Care Access Corporations Act, 2001*.
12. Consent and Capacity Board.
13. Conservation Review Board.
14. Criminal Injuries Compensation Board.
15. Crown Employees Grievance Settlement Board.
16. Custody Review Board.
17. Deposit Insurance Corporation of Ontario.
18. Echo: Improving Women's Health in Ontario.
19. Education Quality and Accountability Office.
20. Environmental Review Tribunal.
21. Financial Services Commission of Ontario.
22. Financial Services Tribunal.
23. Fire Marshal's Public Fire Safety Council.
24. Fire Safety Commission.
25. Greater Toronto Transit Authority.
26. Greater Toronto Transportation Authority.
27. Health Professions Appeal and Review Board.
28. Health Professions Regulatory Advisory Council.
29. Health Services Appeal and Review Board.
30. Human Rights Tribunal of Ontario.
31. Landlord and Tenant Board.
32. Legal Aid Ontario.
33. Licence Appeal Tribunal.

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34. Liquor Control Board of Ontario.
35. Each local health integration network as defined under section 2 of the *Local Health System Integration Act, 2006*.
36. McMichael Canadian Art Collection.
37. Metropolitan Toronto Convention Centre Corporation.
38. Niagara Escarpment Commission.
39. Niagara Parks Commission.
40. Normal Farm Practices Protection Board.
41. Office of the Employer Adviser.
42. Office of the Worker Adviser.
43. Ontario Civilian Commission on Police Services.
44. Ontario Clean Water Agency.
45. Ontario Educational Communications Authority.
46. Ontario Electricity Financial Corporation.
47. Ontario Energy Board.
48. Ontario Farm Products Marketing Commission.
49. Ontario Film Review Board.
50. Ontario Financing Authority.
51. Ontario Food Terminal Board.
52. Ontario French-language Educational Communications Authority.
53. Ontario Health Quality Council.
54. Ontario Heritage Trust.
55. Ontario Highway Transportation Board.
56. Ontario Human Rights Commission.
57. Ontario Infrastructure Project Corporation.
58. Ontario Labour Relations Board.
59. Ontario Lottery and Gaming Corporation.
60. Ontario Media Development Corporation.
61. Ontario Mental Health Foundation.
62. Ontario Municipal Board.
63. Ontario Northland Transportation Commission.
64. Ontario Parole and Earned Release Board.
65. Ontario Pension Board.
66. Ontario Place Corporation.
67. Ontario Police Arbitration Commission.
68. Ontario Racing Commission.
69. Ontario Realty Corporation.
70. Ontario Review Board.
71. Ontario Securities Commission.
72. Ontario Special Education Tribunal (English).
73. Ontario Special Education Tribunal (French).
74. Ontario Tourism Marketing Partnership Corporation.
75. Ontario Trillium Foundation.
76. Ottawa Congress Centre.
77. Owen Sound Transportation Company.
78. Pay Equity Hearings Tribunal.

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79. Pay Equity Office.
80. Province of Ontario Council for the Arts.
81. Public Service Grievance Board.
82. Royal Ontario Museum.
83. St. Lawrence Parks Commission.
84. Science North.
85. Smart Systems for Health Agency.
86. Social Assistance Review Board.
87. Social Benefits Tribunal.
88. Soldiers' Aid Commission.
89. Trillium Gift of Life Network.
90. Walkerton Clean Water Centre.
91. Workplace Safety and Insurance Appeals Tribunal.
92. Workplace Safety and Insurance Board.

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## SCHEDULE 2

### BROADER PUBLIC SECTOR

1. Every district school board as defined in section 1 of the *Education Act*.
2. Every hospital as defined in section 1 of the *Public Hospitals Act*.
3. Every college of applied arts and technology established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*.
4. Every university in Ontario, including its affiliated and federated colleges, that receives operating grants from the Government of Ontario.
5. Every public transportation organization in Ontario, including any municipally operated transportation services for persons with disabilities, that provides services for which a fare is charged for transporting the public by vehicles that are operated,
  - i. by, for or on behalf of the Government of Ontario, a municipality, a local board of a municipality or a transit or transportation commission or authority,
  - ii. under an agreement between the Government of Ontario and a person, firm, corporation, or transit or transportation commission or authority, or
  - iii. under an agreement between a municipality and a person, firm, corporation or transit or transportation commission or authority.

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## Outline of Accessible Customer Service Training Workshop

Total: 3 Hours

### 1. Introduction/Clarification (5 mins)

Disability affects most of us; either ourselves or someone we know. As the population ages, we will have an increase in the number of people with disabilities in our communities. How can we make sure that all people have the opportunity to participate fully in Ontario communities?

The Ontarians with Disabilities Act and the Accessibility for Ontarians with Disabilities Act are pieces of legislation that have been made law by the Province of Ontario to ensure that our province is accessible by the year 2025.

- About 15.5% of the population currently has some form of disability
- The number of people with disabilities is increasing as population ages.
- Review disability types

### 2. Ice- Breaker/Warm-up Exercise (15 mins)

Ask people to indicate whether they themselves, relatives or friends have a disability:

- Diabetes
- Alzheimer's
- Hearing loss
- Difficulty walking
- Learning disability
- A mental health problem

Follow up:

Are the statistics accurate?

Would increasing the level of accessibility assist those people we know?

### 3. Understanding the Legislation (20 mins)

Description:

Lecture style review of the ODA and AODA, the legislated requirements for an AAC and an Annual Accessibility Plan. The provision of the various regulations and the specific requirements of the Customer Service Standard and upcoming Information and Communication Standard. Information will be presented using a slide show and facilitator notes. Ask questions to facilitate reflection and generalization of the material presented.

Objectives:

- Learned information about the legislation
- Considered how the legislation contributes to the goal of an accessible Ontario

Directions:

- Explain the purpose of the Act and the requirements of the regulation.

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- Review the material using the slide show, and incidental examples
- Ask for questions
- Ask “How do you think this legislation contributes to an accessible Ontario?”
- Ask “How will making Ontario accessible impact you and your family?”

### Materials:

- Slide show corresponding participant workbook pages

#### 4. Providing Customer Service to People with Disabilities (25 mins)

##### Description:

Large group discussion to include an overview of what accessible customer service is and how it applies to the work environment. A review of the current policies, procedures and practices, as established, that support accessible customer service will take place. Discuss the types of assistive devices that are available or provided by the service provider and how customers can provide feedback on the service they receive. To include an overview of what to do if a person with a particular type of disability has difficulty accessing services.

##### Objectives:

- Understand what accessible customer service is
- Understand that policies, procedures and practices are in place to support accessible customer service
- Identify assistive devices that are available to support accessible customer service
- Understand the feedback process and what to do if a person with a disability has difficulty accessing service

##### Directions:

- Describe accessible customer service
- Provide the policies and procedures and discuss application
- Provide information on available assistive devices
- Provide the steps in the feedback mechanism and how to assist those having difficulty

##### Materials:

Slide show, corresponding workbook pages, handouts of policies etc.

#### 5. Simulation Exercise/Case Study (60mins)

Description: A simulation exercise/case study to be completed in small groups. Each group will be given instructions to consider the case and develop a group response to be shared with the large group. Some groups may be required to venture outside the training room on a simulation exercise. Exercises and cases studies will be based on situations that are pertinent to the learner group.

##### Objectives:

- Think about and discuss a specific situation and disabilities
- “Put yourself in the role of a person with a disability”

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- Identify barriers to service
- To share the reactions from co-participants
- Reflect and generalize on the experience

### Directions:

- Have the group divided into small groups (3 -5 per group)
- Assign the case studies and direct the group to assign the various roles in each case. i.e.: note taker/speaker, etc.
- Give firm timelines to complete the assignment and to return to the training room at an appointed time for a debriefing (large group discussion)
- Attend each group and offer support/information to complete assignment
- Return to Large group and hear back from the small groups on their experience. Have the speaker read aloud the case study and then describe their findings/solution.
- Direct questions back to members of the group. What do you think about that? Could that have worked if the person was blind? What assumptions, positive and negative, did you make about the persons abilities when considering this case?

### Materials:

Task sheets, small group discussion questions, equipment; wheelchair, walker, blindfold, goggles etc.

## 6. What is your role in serving people with disabilities? (40 mins)

### Description:

Facilitator will review the behaviors that can be shown by employees and will provide tips for serving a wide range of disabilities. Participants will add to the lists in a large group discussion format, based on their experience.

### Objectives:

- Learn specific methods of serving customers with disabilities
- Understand the roles and responsibilities; each learner has to treat all customer with respect
- Learn more about specific limitations for people with disabilities

### Directions:

- Provide general customer service tips
- Provide specific tips with regard to people with disabilities and discuss how individuals may have specific limitations
- Discuss “hidden” disabilities, assistive devices, and the need for notice of service disruption
- Discuss alternate formats for documents and other communication needs
- Discuss reactions to people with disabilities and differences
- Ask for additions to the lists and ideas based on the participant’s experience; have someone note the additions on flip chart

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**Materials:**

Slide show, flip chart, pen, pencils, and corresponding workbook pages

### 7. How much do you know? (15 mins)

**Description:**

Skills inventory: self-score quiz on the ODA, AODA and the responsibilities of staff to people with disabilities.

**Timing:**

10 mins to complete quiz, 5 mins to take up quiz answers

Provide instructions on the quiz. Large group to discuss answers.

**Objectives:**

- To show that some new information has been learned
- Learned some facts about the ODA, AODA
- Learned some facts regarding their responsibility to customers with disabilities as employees

**Directions:**

- Distribute quiz and introduce the purpose of the exercise
- Direct participants to complete the multiple choice quiz in the 5 mins allotted.
- Advise participants that the quiz will be self-scored
- Take up the quiz, facilitator to provide the correct answers

**Materials:**

25-20 copies of assessment, pencils, one answer sheet for facilitator

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