



## Accessible Customer Service Policy POL 1013 Sierra Construction Woodstock Inc.

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### Intent

This policy is intended to meet the requirements of the Accessibility Standards for Customer Service, Ontario Regulation 429/07 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.

All goods and services provided by Sierra Construction Woodstock Inc. and its subsidiary companies (Sierra Bridge, Sierra General Contracting and Sierra Infrastructure), shall follow the principles of dignity, independence, integration and equal opportunity.

### Scope

- a) This policy applies to the provision of goods and services at the premises owned and operated by Sierra Construction Woodstock Inc. and its subsidiary companies.
- b) This policy applies to employees, agents, who deal with the public or other third parties that act on behalf of Sierra Construction, including when the provision of goods or services occurs off the premises of Sierra Construction such as in: a construction project, project meeting, business meeting.
- c) This policy does not apply to active construction projects, however measures will be considered to accommodate those with disabilities as required.
- d) 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 premises owned and operated by Sierra Construction.
- e) This policy shall also apply to all persons who participate in the development of the Sierra Construction's policies, practices and procedures governing the provision of goods and services to members of the public or third parties.

### Definitions

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 guests bring with them such as a wheelchair, walker or a personal oxygen tank that might assist in hearing, seeing, communicating, moving, breathing, remembering and / or reading.



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**Barrier** – the term barrier as defined by the Accessibility for Ontarians with Disabilities Act, 2005, and the Ontario Human Rights Code, means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy, procedure, or a practice.

**\*\*\* Sierra Construction's companies have construction jobsites that will have barriers.**

**Those having any physical limitations will be accommodated by:**

- Providing the service or goods in another manner or at another location
- Taking pictures or video and sharing
- Bringing the goods or service directly to them

**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; or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

**Guest** – is used throughout this policy and means; employee, visitor, contractor, client, delivery person, or other business personnel

**Guide Dog** – is a highly-trained working dog that has been trained at one of the facilities listed in Ontario Regulation 58 under the Blind Persons' Rights Act, to provide mobility, safety and increased independence for people who are blind.

**Service Animal** – as reflected in Ontario Regulation 429/07, 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

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- the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.

Service Dog – as reflected in Health Protection and Promotion Act, Ontario Regulation 562 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 physician or nurse confirming that the person requires a service dog.

Support Person – as reflected in Ontario Regulation 429/07, a 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, medical needs or access to goods and services.

## General Principles

In accordance with the Accessibility Standards for Customer Service, Ontario Regulation 429/07, this policy addresses the following:

- A. The Provision of Goods and Services to Persons with Disabilities
- B. The Use of Assistive Devices
- C. The Use of Guide Dogs, Service Animals and Service Dogs
- D. The Use of Support Persons
- E. Notice of Service Disruptions
- F. Customer Feedback
- G. Training
- H. Notice of Availability and Format of Required Documents

### A. The Provision of Goods and Services to Persons with Disabilities

Sierra Construction 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 guests receive the same value and quality;
- allowing guests 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 guests with disabilities have access to the same services, in the same place and in a similar manner;
- taking into account individual needs when providing goods and services; and



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- communicating in a manner that takes into account the guest's disability.

## **B. Assistive Devices**

### Guest's own assistive device(s):

Persons with disabilities may use their own assistive devices as required when accessing goods or services provided by Sierra Construction.

In cases where the assistive device presents a safety concern or where accessibility might be an issue other measures will be used to ensure the access of goods and services.

For example, where elevators are not present and where an individual requires assistive devices for the purposes of mobility, measures are taken to meet them or accommodate them in another manner or location.

## **C. Guide Dogs, Service Animals and Service Dogs**

A guest with a disability that is accompanied by a guide dog or service dog will be allowed access to premises that are open to the public unless otherwise excluded by law.

### Exclusion Guidelines

If a guide dog, service animal or service dog is excluded by law, Sierra Construction will offer alternative methods to enable the person with a disability to access goods and services, whenever possible (for example, securing the animal in a safe location and offering the guidance of an employee).

### Applicable Law:

The Health Protection and Promotion Act, Ontario Regulation 562 Section 60, normally does not allow animals in places where food is manufactured, prepared, processed, handled, served, displayed, stored, sold or offered for sale. It does allow guide dogs and service dogs to go into places where food is served, sold or offered for sale. However, other types of service animals are not included in this exception.

Dog Owners' Liability Act, Ontario: If there is a conflict between a provision of this Act or of a regulation under this or any other Act relating to banned breeds (such as pitbulls) and a provision of a by-law passed by a municipality relating to these breeds, the provision that is more restrictive in relation to controls or bans on these breeds prevails.

### Recognizing a Guide Dog and/or Service Dog:



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If it is not readily apparent that the dog is being used by the guest for reasons relating to his or her disability, Sierra Construction may request verification from the guest.

Verification may include:

- a letter from a physician or nurse confirming that the person requires the animal for reasons related to the disability;
- a valid identification card signed by the Attorney General of Ontario; or,
- a certificate of training from a recognized guide dog or service animal training school.

#### Care and Control of the Animal:

The guest that is accompanied by a guide dog, service dog or service animal is responsible for maintaining care and control of the animal at all times.

#### Allergies:

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

#### Support Persons

If a guest with a disability is accompanied by a support person, Sierra Construction will ensure that both persons are allowed to enter the premises together and that the guest is not prevented from having access to the support person.

In situations where confidential information might be discussed, consent will be obtained from the guest, prior to any conversation where confidential information might be discussed.

#### Admission Fees:

Fees will not be charged for support persons for admission to Sierra Construction events.

#### D. Notice of Disruptions in Service

Service disruptions may occur due to reasons that may or may not be within the control or knowledge of Sierra Construction. In the event of any temporary disruptions to facilities or services that guests with disabilities rely on to access or use Sierra Construction's goods or services, reasonable efforts will be made to provide advance notice. In some circumstances such as in the situation of unplanned temporary disruptions, advance notice may not be possible.

#### 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:



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

#### Notification Options:

When disruptions occur, Sierra Construction will provide notice by:

- posting notices in conspicuous places including at the point of disruption, at the main entrance and at the nearest accessible entrance to the service disruption and/or on the website;
- contacting clients, business personnel with appointments;
- verbally notification when they are contacting the office; or
- by any other method that may be reasonable under the circumstances.

#### E. Feedback Process

Sierra Construction shall provide guests with the opportunity to provide feedback on the service provided to guests with disabilities. Information about the feedback process will be readily available to all guests and notice of the process will be made available by posting of this policy. Feedback forms along with alternate methods of providing feedback such as, verbally (in person or by telephone) or written (hand written, deliver, website or email), will be available upon request.

Submitting Feedback:

Phone: 519-421-7413

Fax: 519-421-2018

e-mail: [info@sierraconstruction.ca](mailto:info@sierraconstruction.ca)

General Mail:

Sierra Construction

P.O. Box 20053

Woodstock, Ontario, N4S 8X8

Website: <http://www.sierraconstruction.ca>

Anyone who wishes to provide feedback verbally or by completing a suggestion form can do so with any Sierra Construction employee.

Anyone that provides formal feedback will receive acknowledgement of their feedback, and may receive information about any resulting actions that were taken based on the concerns or complaints that were submitted.

#### F. Training



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Training will be provided to:

- a) all employees, agents who deal with the public or other third parties that act on behalf of Sierra Construction;
- b) those who are involved in the development and approval of customer service policies, practices and procedures.

Training Provisions:

As reflected in Ontario Regulation 429/07, regardless of the format, 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, Ontario Regulation 429/07.
- Instructions on how to interact, communicate with people with various 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 (including the handling of admission fees).
- Instructions on what to do if a person with a disability is having difficulty accessing our services.
- Sierra Construction's policies, procedures and practices pertaining to providing accessible customer service to guests with disabilities.

Training Schedule:

Sierra Construction will provide training as soon as practicable. Training will be provided to new employees, volunteers, agents that act on our behalf as part of the new employee orientation. Revised training will provided in the event of changes to legislation, procedures and / or practices.

Record of Training:

Sierra Construction will keep a record of the date of training. (this is part of each new employee's training and documented on form 1201 Employee Orientation Training)



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## Administration

If you have any questions or concerns about this policy or its related procedures please contact:

Dianne McGinnes  
Office Manager  
519-421-7413  
1400 Dundas Street  
Woodstock, Ontario  
N4S 7V9

e-mail: [dianne@sierraconstruction.ca](mailto:dianne@sierraconstruction.ca)

This policy and its related procedures will be reviewed as required in the event of legislative changes.

## Referenced Documents:

- Accessibility for Ontarians with Disabilities Act, 2005
- Accessibility Standards for Customer Service, Ontario Regulation 429/07
- Blind Person's Rights Act, 1990
- Dog Owners' Liability Act, Ontario
- Health Protection and Promotion Act, Ontario Regulation 562
- Ontario Human Rights Code, 1990

A handwritten signature in black ink, appearing to read "Cliff Zaluski".

Cliff Zaluski President



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Revised by: \_\_\_\_\_

Approvals

President: \_\_\_\_\_

Human Resources: \_\_\_\_\_

HSE Co-ordinator: \_\_\_\_\_

Bridge Management: \_\_\_\_\_

GC Management: \_\_\_\_\_

Infrastructure Management: \_\_\_\_\_

JHSC Member: \_\_\_\_\_

#### Revision History

Jan 1, 2015

New policy to meet legislated requirements

May 5, 2018

Reviewed and changed Company name and added its subsidiary companies (Sierra Bridge, Sierra General Contracting and Sierra Infrastructure)

Sept 23, 2021

Reviewed and removed information on stairs and the 1401 Dundas St. office location as we have moved to 1193 Dundas St.