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Accessible Customer Service Standard Policy

1. Purpose

This policy is intended to meet the requirements of *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 Niagara Piston Inc. shall follow the principles of dignity, independence, integration and equal opportunity.

2. Scope

This policy applies to the provision of goods and services at premises owned and operated by Niagara Piston Inc.

This policy applies to all employees, volunteers, agents and/or contractors, or other third parties that act on behalf of Niagara Piston Inc., including when the provision of goods and services occurs off the premises of Niagara Piston Inc. such as in: delivery services, call centers, vendors, drivers, catering and third-party marketing agencies.

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 Niagara Piston Inc.


3. Procedure

In accordance with the *Accessibility Standards for Customer Service, Ontario Regulation 429/07*:

The Provision of Goods and Services to Persons with Disabilities

Niagara Piston Inc. 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;

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- 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;
- taking into account individual needs when providing goods and services; and
- communicating in a manner that takes into account the customer's disability.

Assistive Devices

Customer's own assistive device(s)

Persons with disabilities may use their own assistive devices as required when accessing goods or services provided by Niagara Piston Inc.

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, open flames and oxygen tanks cannot be near one another. Therefore, the accommodation of a customer with an oxygen tank may involve ensuring the customer is in a location that would be considered safe for both the customer and business. Or, where elevators are not present and where an individual requires assistive devices for the purposes of mobility, service will be provided in a location that meets the needs of the customer.


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. "No pet" policies do not apply to guide dogs, service animals and/or service dogs.

Food Service Areas

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

Other types of service animals are not permitted into food service areas due to the *Health Protection and Promotion Act, Ontario Regulation 562 Section 60*.

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Exclusion Guidelines

If a guide dog, service animal or service dog is excluded by law (see applicable laws below) Niagara Piston Inc. will offer alternative methods to enable the person with a disability to access goods and services, when possible (for example, securing the animal in a safe location and offering the guidance of an employee).

Applicable Laws

Food Safety and Quality Act 2001, Ontario Regulation 31/05: Animals not intended for slaughter or to be euthanized are not allowed in any area or room of a meat plant. It also makes an exception for service dogs to allow them in those areas of a meat plant where food is served, sold or offered for sale to customers and in those areas that do not contain animals or animal parts and are not used for the receiving, processing, packaging, labelling, shipping, handling or storing of animals or parts of animals.

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, Service Dog and/or Service Animal

If it is not readily apparent that the animal is being used by the customer for reasons relating to his or her disability, Niagara Piston Inc. may request verification from the customer.

Verification may include:

- documentation from a regulated health professional confirming that the person needs the service animal for reasons related to the 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.

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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.

Allergies

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

Support Persons

If a customer with a disability is accompanied by a support person, Niagara Piston Inc. 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.

There may be times where seating and availability prevent the customer and support person from sitting beside each other. In these situations, Niagara Piston Inc. will make every reasonable attempt to resolve the issue.


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

Before making a decision, Niagara Piston Inc. must:

- 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

Admission Fees

If payment is required by a support person for admission to the premises, Niagara Piston Inc. will waive the admission fee for the support person.

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Notice of Disruptions in Service

Service disruptions may occur due to reasons that may or may not be within the control or knowledge of Niagara Piston Inc. In the event of any temporary disruptions to facilities or services that customers with disabilities rely on to access or use Niagara Piston Inc.'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

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

Feedback Process

Niagara Piston Inc. shall provide customers with the opportunity to provide feedback on the service provided to customers with disabilities. Information about the feedback process will be readily available to all customers and notice of the process will be made available by posted policy. Feedback forms along with alternate methods of providing feedback such as verbally (in person or by telephone) or written (handwritten, delivered, website or email), will be available upon request.

Submitting Feedback

Customers can submit feedback to:

- (905) 563-4981
- 4708 Ontario Street, Beamsville, Ontario L0R 1B4

Customers who wish to provide feedback by completing an onsite customer feedback form or verbally can do so at front office reception.

Customers that provide formal feedback will receive acknowledgement of their feedback, along with any resulting actions based on concerns or complaints that were submitted.

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Training

Training will be provided to all employees, volunteers, agents and/or contractors, or other third parties that act on behalf of Niagara Piston Inc.; for example: salespersons, drivers, vendors, event operators, call centers and third-party marketing agents.

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 and communicate with people with various types of disabilities.
- Instructions on how to interact with people with disabilities who:
 - use assistive devices;
 - require 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 how to use equipment or devices that are available at our premises or that we provide that may help people with disabilities.
- Instructions on what to do if a person with a disability is having difficulty accessing your services.
- Niagara Piston Inc.'s policies, procedures and practices pertaining to providing accessible customer service to customers with disabilities.

Training Schedule

Niagara Piston Inc. will provide training as soon as practicable. Training will be provided to **all** new employees, volunteers, agents and/or contractors who act on our behalf. Revised training will be provided in the event of changes to legislation, procedures and/or practices.

Record of Training

Niagara Piston Inc. will keep a record of training that includes the dates training was provided and the number of employees who attended the training.

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Notice of Availability and Format of Documents

Niagara Piston Inc. shall notify customers that the documents related to the *Accessibility Standard for Customer Service* are available upon request and in a format that takes into account the customer's disability. Notification will be given by posting the information in a conspicuous place owned and operated by Niagara Piston Inc.

4. Violation

Employees who violate this policy will be subject to progressive disciplinary action up to and including termination.


5. References

In the event there are any issues or concerns, contact Human Resources for any support required or further action.

6. Definitions

“Assistive Device” is defined as 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 such as a wheelchair, walker or a personal oxygen tank that might assist in hearing, seeing, communicating, moving, breathing, remembering and/or reading.

“Disability” is defined by the *Accessibility for Ontarians with Disabilities Act, 2005*, and the *Ontario Human Rights Code*, as 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*.

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“Guide Dog” is defined as 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” is defined 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 the person provides documentation from a regulated health professional confirming that the person needs the service animal for reasons relating to the disability.

“Support Person” is defined 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.

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