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STATEMENT OF ORGANIZATIONAL COMMITMENT

SEIU Healthcare is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the Accessibility for Ontarians with Disabilities Act and Ontario's accessibility laws.

SEIU Healthcare is committed to meeting its current and ongoing obligations under the Ontario Human Rights Code respecting non-discrimination.

SEIU Healthcare 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.

SEIU Healthcare is committed to excellence in serving and providing goods, services or facilities to 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.

TRAINING

We are committed to training all staff and volunteers in accessible customer service, other Ontario's accessibility standards and aspects of the Ontario Human Rights Code that relate to persons with disabilities.

In addition, we will train:

- a) all persons who participate in developing the organization's policies; and
- b) all other persons who provide goods, services or facilities on behalf of the organization

Training of our employees and volunteers on accessibility relates to their specific roles.

Training includes:

- purpose of the Accessibility for Ontarians with Disabilities Act, 2005, and the requirements of the Customer Service Standards
- our policies related to the Customer Service Standards
- 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. These include Wheelchair Ramps, Accessible Parking Spaces, Automatic Doors, Accessible Restrooms, a WCAG 2.0 Website that is Level A compliant, and Printers and Photocopiers with the OCR function.
- what to do if a person with a disability is having difficulty in accessing our organization's goods, services, or facilities.

We train every person as soon as practicable after being hired and provide training in respect of any changes to the policies.

We maintain records of the training provided including the dates on which the training was provided and the number of individuals to whom it was provided.

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 consult with the person with a disability to arrange for alternate support; consult with occupational health and safety professionals, disability specialist, or an assistive technology specialist.

We 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.

We ensure that our staff is 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.

We will educate staff about the functions, features, and capabilities of each assistive device and conduct hands-on demonstrations and practice so that staff can effectively use each device.

COMMUNICATION

We communicate with people with disabilities in ways that consider their disability. This may include our Internet websites, technology solutions, telephone communications, and in-person interactions will be based on accessibility best practices. Where requested, we will provide assistive technologies, such as screen readers, magnification software, and speech-to-text software. We will work with the person with disabilities 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 and third parties.

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

A service animal can be easily identified through visual indicators, such as when it wears a harness or a vest, or when it helps the person perform certain tasks.

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, this organization might require a person with a disability to be accompanied by a support person for health or safety reasons:

- the person with a disability
- others on the premises
- Before making a decision, this organization name 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 DISRUPTIONS

This organization will notify customers promptly in the event of a planned or unexpected disruption to services or facilities for customers with disabilities. 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 placed at all public entrances on our office premises, e.g., Washrooms, elevators, ramps, and Automatic Doors. Depending on the nature of the disruption, notice may also be provided on the outgoing telephone, posted on our website and/or by such other method as is reasonable in the circumstances.

FEEDBACK PROCESS

SEIU Healthcare welcomes feedback on how we provide accessible customer service. Customer feedback will help us identify barriers and respond to concerns.

Persons who have information or concerns about the application of this policy can complete our **Online Feedback Form** to be submitted electronically to the HR Department or direct concerns to mrc@seiuhealthcare.ca or contact **(905) 695-1767**. You can also mail your feedback to us. Our mailing address is **SEIU Healthcare, 125 Mural Street, Richmond Hill, Ontario, L4B 1M4**.

Any concerns or complaints received will be sent to, reviewed, and treated by the Human Resources Department according to our complaint procedure in a timely, efficient, and respectful manner. Persons can expect to hear back from us within 5 working days.

We will ensure 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

SEIU Healthcare notifies the public that documents related to accessible customer service are available upon request by posting a notice on our website, on the wall in public entrances and reception areas, and during union events and will be provided in an accessible format upon request to hr@seiuhealthcare.ca. Our Accessibility Plan is publicly available at <https://seiuhealthcare.ca/accessibility-plan/>

We will provide these documents 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.

INFORMATION AND COMMUNICATIONS

We have a process for receiving and responding to feedback and the process is accessible to persons with disabilities upon request.

We communicate with people with disabilities in ways that take into account their disability. When asked, we will provide information about our organization and its services, including public safety information, in accessible formats or with communication supports:

- a) in a timely manner, taking into account the person's accessibility needs due to disability; and
- b) at a cost that is no more than the regular cost charged to other persons.

We will consult with the person making the request in determining the suitability of an accessible format or communication support. If the organization determines that information or communications are unconvertible, the organization shall provide the requestor with:

- a) an explanation as to why the information or communications are unconvertible; and
- b) a summary of the unconvertible information or communications.

We notify the public about the availability of accessible formats and communication supports on our website; on the wall in all public entrances and reception areas; and during union events.

We will also meet internationally-recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws.

EMPLOYMENT

We notify employees, job applicants and the public that accommodations can be made during recruitment and hiring. We notify job applicants when they are individually selected to participate in an assessment or selection process that accommodations are available upon request. We consult with the applicants and provide or arrange for suitable accommodation.

We notify successful applicants of policies for accommodating employees with disabilities when making offers of employment. We notify staff that supports are available for those with disabilities as soon as practicable after they begin their employment. We provide updated information to employees whenever there is a change to existing policies on the provision of job accommodation that take into account an employee's accessibility needs due to a disability.

We will consult with employees when arranging for the provision of suitable accommodation in a manner that takes into account the accessibility needs due to disability. We will consult with the person making the request in determining the suitability of an accessible format or communication supports specifically for:

- a) information that is needed in order to perform the employee's job; and
- b) information that is generally available to employees in the workplace

Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency. With the employee's consent, we will provide workplace emergency information to a designated person who is providing assistance to that employee during an emergency.

We will provide the information as soon as practicable after we become aware of the need for accommodation due to the employee's disability. We will review the individualized workplace emergency response information:

- a) when the employee moves to a different location in the organization.
- b) when the employee's overall accommodations needs or plans are reviewed; and
- c) when the employer reviews its general emergency response policies.

We have a written process to develop individual accommodation plans for employees. We have a written process for employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.

Our performance management, career development, and redeployment processes take into account the accessibility needs of all employees.

CHANGES TO EXISTING POLICIES

Any policies of this organization that do not respect and promote the principles of dignity, independence, integration, and equal opportunity for people with disabilities will be modified or removed. This document is publicly available. Accessible formats are available upon request.