

ROYAL LEPAGE KINGSBURY REALTY AODA CUSTOMER SERVICE POLICY

Intent

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 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 Royal LePage Kingsbury Realty shall follow the principles of dignity, independence and equal opportunity.

Scope

- This policy applies to the provision of goods and services at premises owned or leased and operated by Royal LePage Kingsbury Realty.
- This policy applies to employees, volunteers, independent contractors who deal with the public or other third parties that act on behalf of Royal LePage Kingsbury Realty including when the provision of goods & services occurs off the premises of the brokerage such as in delivery services, call centers, vendors, drivers, marketers and assistants.
- 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 or leased and operated by Royal LePage Kingsbury Realty.

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

Disability: the term disability as defined by the Accessibility for Ontarians with Disabilities Act 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.

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 Person's Rights Act, to provide mobility, safety and increased independence for people who are blind.

Service Animal (as reflected in Ontario Regulation 429/07) 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 their 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.

Service Dog as reflected in Health Protection and Promotion Act, Ontario Regulation 562 is 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

Royal LePage Kingsbury Realty 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;
- taking into account individual needs when providing goods and services; and

- communicate in a manner that takes into account the customers disability.

B. Assistive Devices

Customers own assistive device(s)

Persons with disabilities may use their own assistive devices as required when accessing goods or services provided by Royal LePage Kingsbury Realty.

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 the business. Or, where elevators are not present and where an individual requires assistive devices for the purpose of mobility, service will be provided in a location the meets the needs of the customer.

C. Guide Dogs, Service Animals and Service Dogs

A customer with a disability who is accompanied by a 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 who is accompanied by a 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 die to the Health Protection and Promotion Act, Ontario Regulation 562 Section 60.

Exclusion Guidelines:

If a guide dog, service animal or service dog is excluded by law Royal LePage Kingsbury Realty 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 a staff member).

Applicable Laws

The Health Protection and Promotion Act Ontario Regulation 562 Section 60, normally does not allow animals in places where food is handled, served, displayed or stored. It does allow guide dogs to go into places where food is handled, served, displayed or stored. 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 the brokerage may request verification from the customer.

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 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 times.

Allergies

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

D. Support Persons

If a customer with a disability is accompanied by a support person, the Brokerage 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 the Brokerage 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 in the presence of the support person.

E. Notice of Disruptions in Service

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

Notification 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 alternate services or options

Notifications Options

When disruptions occur the Brokerage will provide notice by:

- posting notices in conspicuous places including at the point of disruption, at the main entrance and the nearest accessible entrance and/or on the Brokerage's website;
- contacting customers with appointments;
- verbally notifying customers when they are making a reservation or appointment; or
- by any other method that may be reasonable under the circumstances.

F. Feedback Process

Royal LePage Kingsbury Realty 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 posting on the Brokerage website or available upon request by phone, fax or email to the company email address.

Submitting Feedback

Customers can submit feedback to:

David A. Hume – Broker of Record
905 568 2121
Royal LePage Kingsbury Realty
#200 – 30 Eglinton Ave, W,
Mississauga, On. L5R 3E7
www.kingsburyrealty.com

Customers who wish to provide feedback may do so by emailing David Hume at dah@kingsburyrealty.com or verbally the front desk of the Brokerage. Customers that provide formal feedback will receive acknowledgement of their feedback, along with any resulting actions based on concerns or complaints that were submitted.

G. Training

Training will be provided to:

- a) all employees, volunteers, agents and/or contractors who deal with the public or other third parties that act on behalf of the Brokerage; for example: sales representatives, brokers, drivers, vendors, event operators, call centres and third party marketing agents; and
- 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 42/07
- Instruction on how to interact and communicate with people with various types of disabilities
- Instruction 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 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 our services
- The Brokerage's policies, procedures and practices pertaining to providing accessible customer service to customers with disabilities

Training Schedule

Royal LePage Kingsbury Realty will provide training as soon as practicable, Training will be provided to new employees, volunteers, agents and/or contractors who deal with the public or act on our behalf during orientation, within the first 90 days of employment. Revised training will be provided in the event of changes to legislation, procedures and/or practices.

Record of Training

Royal LePage Kingsbury Realty will keep a record of training that includes the dates training was provided the number of employees who attended the training and the names of each person who took the training.

ACKNOWLEDGEMENT AND AGREEMENT

I _____, acknowledge that I have read and understand the Accessibility Standards for Customer Service Policy of Royal LePage Kingsbury Realty. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to these guiding principles.

Name: _____

Signature: _____

Date: _____

Witness: _____