

AODA (Accessibility For Ontarians with Disabilities) POLICY

1. PURPOSE

Maxama Protection Inc 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 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 by meeting our accessibility requirements under **Ontario's** accessibility laws.

This policy demonstrates the commitment that has been made to foster and support a diverse workforce and integrate equal opportunity for people with disabilities into **Maxama Protection Inc** policies, procedures, decisions, and operations. **Maxama Protection Inc** is committed to supporting a culture that values the promotion of a positive and safe environment for all its employees and an environment that reflects the company's organizational values in accordance with the principles of understanding, acceptance and inclusion.

2. APPLICABILITY

This policy covers all staff and job applicants. This also covers employees who become disabled during their employment. Where relevant, it also covers staff employed by outside agencies working on **Maxama Protection Inc's** premises.

3. POLICY STATEMENT

This policy covers all areas of employment, including recruitment, promotion and training

All reasonable and necessary changes will be investigated and any justified changes will be made to the workplace and to employment arrangements, so that disabled people are not at any substantial disadvantage compared to non-disabled people.

In recruitment and selection, **Maxama Protection Inc** will modify selection techniques where appropriate, and make any other reasonable changes to ensure that disabled people can be considered equally with non-disabled candidates.

Maxama Protection Inc will ensure that disabled people will receive equal treatment in training and development and where appropriate, will supply additional training.

A flexible approach will be adopted and where possible and justified; consideration to the reallocation of duties, time off for rehabilitation, assessment or treatment or other appropriate measures to ensure equal opportunity.

Every endeavor will be made to ensure that contract workers are not discriminated against because of their disability and we will ensure that any contract workers and other agencies that may be used are aware of this policy.

4. POLICY GUIDELINE

Employees will have access to the services provided by disability services and, where applicable, may use any specialized equipment provided for their workplace. Employees may also bring and use their own specialized equipment, with the approval of their supervisor.

In addition, the organization is committed to following the political direction as outlined below:

- **Maxama Protection Inc** is committed to supporting all staff and recognizes that staff with disabilities, or those who may be developing a disability, may require additional support to enable them to remain in the workplace.
- As an employer of choice and as good practice, **Maxama Protection Inc** will also consider making reasonable adjustments for any staff that may not be deemed as having a disability as defined by the Accessibility for Ontarians with Disabilities Act, 2005.
- **Maxama Protection Inc** has made a commitment to not only abide by the essential actions, but wherever operationally possible, to go beyond any statutory legal requirement to support staff who develop a disability to stay in the workplace.
- This policy is designed to support staff with existing disabilities, staff who may be developing a disability, as well as the recruitment of staff with disabilities. The policy should also encourage all staff to work within the principles and spirit of this policy, regardless of whether they are disabled.
- Disability is a protected characteristic in law. This allows the employer to treat staff more favorably than their non-disabled colleagues, however, not to the detriment of staff with other protected characteristics as covered by the Accessibility for Ontarians with Disabilities Act, 2005.
- This policy is based on best practice and recognizes the need to protect against discrimination due to disability as defined in the Accessibility for Ontarians with Disabilities Act, 2005, as well as the UN Convention on the Rights of persons with Disabilities, Article 27.
- This policy will be jointly reviewed regularly by staff and HR to ensure compliance with current legislation and best practice.

5 ASSISTIVE DEVICE

- People with disabilities may choose to use their own personal assistive devices, while performing their work. **Maxama Protection Inc** acknowledges the importance of these devices and will allow people with disabilities to use their own personal assistive devices to perform their work, unless there is a defined risk associated with that use.
- In cases where the assistive device presents a safety concern or where accessibility might be an issue, **Maxama Protection Inc** will assess service delivery and potential service options to meet the needs of the individual.

6 GUIDE DOGS, SERVICE ANIMAL & OTHERS

- **Maxama Protection Inc** recognizes the vital relationship and dependency which exists between a person with a disability and their service animal, guide dog, and/or service dog. Guide dogs or other service animals shall be permitted entry to all **Maxama Protection Inc** facilities that are open to the staff.

- If a guide dog or other service animal disturbs other staff members or clients, the person and the accompanying animal may be required to leave the zone or premises.
- **Maxama Protection Inc** anticipates that there will be special situations and is prepared to make every effort to adapt to the circumstances on an individual basis as they arise, thereby ensuring the safety of all staff, customers, visitors and animals.
- In cases where the animal is excluded from the premises by law, other provisions may be made such as: another appointment format, i.e. a teleconference when technology permits; another time or place; another accommodation; other assistance measures available to ensure equality of outcome.
- An employee/client with a disability who is accompanied by a guide or service dog will have access to food service areas open to the public, unless otherwise provided by law. Guide and service dogs are allowed to go to places where food is served, sold or offered for sale. Service animals are not allowed to enter areas where food is prepared. Other types of service animals are not permitted in food service areas.
- The staff/client is responsible for the care, supervision and control of their guide dog or service animal while on site

7 ADMINISTRATION

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