

3SO

Shared Support Services Southeastern Ontario (3SO) Administrative Policy Manual

Subject: Accessibility Standards for Customer Service Policy (AODA)

Number: HR.24.01.01PP

Department: Human Resources

Page: 1 of 2

Original Issue: Dec 2012

Prepared/Reviewed by: Manager, Human Resources

Revised:

Revised:

Issued by: General Manager

Statement of Policy

Shared Support Services (3SO) strives to provide our products and services in a manner that is accessible to all of our customers, and respects the dignity and independence of people with disabilities. We are committed to offering equal opportunity to access our products and services and to providing the benefit of the same services, in the same place and in a similar way to all customers.

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.

Providing Goods and Services to People with Disabilities

3SO is committed to excellence in serving all customers including people with disabilities and we will carry out our functions and responsibilities in the following areas:

- **Communication**

We will communicate with people with disabilities in ways that take into account their disability. We will train staff who communicate with customers on how to interact and communicate with people with various types of disabilities.

- **Telephone Services**

We will train staff to communicate with customers over the telephone in clear and plain language and to speak clearly and slowly.

- **Assistive Devices**

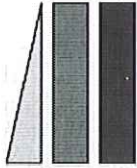
We are committed to serving people with disabilities who use assistive devices to obtain, use or benefit from our goods and services. We will provide training with various assistive devices that may be used by customers with disabilities while accessing our goods or services.

- **Billing**

We are committed to providing accessible invoices to all of our customers. We will answer any questions customers may have about the content of the invoice in person, by telephone or email.

- **Use of Service Animals and Support Persons**

We are committed to welcoming people with disabilities who are accompanied by a service animal or support person on the parts of our premises that are open to the public and other third



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parties. We will also ensure that all staff dealing with the public are properly trained in how to interact with people with disabilities who are accompanied by a service animal.

• **Notice of Temporary Disruption**

3SO will provide customers with notice in the event of a planned or unexpected disruption in the facilities or services usually used by people with disabilities. This notice will include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available. The notice will be placed at all public entrances and service counters on our premises.

Training for Staff

3SO will provide training to all staff who deal with the public or other third parties on their behalf, and all those who are involved in the development and approvals of customer service policies, practices and procedures.


Training will include the following:

- The purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard
- 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

Applicable staff will be trained on policies, practices and procedures that affect the way goods and services are provided to people with disabilities. Staff will also be trained on an ongoing basis when changes are made to these policies, practices and procedures.

Feedback Process

Comments on our services regarding how well these expectations are being met are welcome and appreciated. Comments may be sent to the attention of the Manager, Human Resources at info@3so.ca


Lyndon Smith
General Manager and CEO

Date

