

# **International Landscaping Inc. AODA Policy**

## **Customer Service Policy**

International Landscaping Inc. is committed to diversity, inclusion and accessibility in everything we do. These core values are fundamental to the way we do business and come through in the experiences we design for people. With this in mind, we are continuously taking steps to improve the overall accessibility of the International Landscaping Inc. experience.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), International Landscaping Inc. wishes to make available our customer service policy:

## **Our Commitment**

It is the policy of International Landscaping Inc. that all of our locations are committed to providing accessibility and equitable customer service to each and every one of our diverse and valued customers. We strive to design and operate our stores so that they are accessible to all persons with disabilities, and we are committed to providing services in a manner that respects the dignity and independence of persons with disabilities.

## **USE OF SERVICE ANIMALS AND SUPPORT PERSONS**

### **Service Animals**

Persons with disabilities may enter any International Landscaping Inc. premises accompanied by a service animal and keep the animal with them, if the public has access to such premises, and law does not otherwise exclude the animal. While visiting International Landscaping Inc., it is the responsibility of the person with a service animal to control the animal at all times. In the event an International Landscaping Inc. partner or customer is allergic to animals, alternative arrangements will be negotiated.

### **Support Persons**

Persons with disabilities may enter International Landscaping Inc. premises accompanied by a support person and may have access to that support person at all times.

International Landscaping Inc. may require a person with a disability to be accompanied by a support person while on International Landscaping Inc. premises in situations where it is necessary to protect the health and safety of the person with a disability, or the health and safety of others on the premises.

Consent from the person with a disability is required when communicating private issues related to the person with a disability, in the presence of a support person.

### **NOTICE OF TEMPORARY DISRUPTION**

International Landscaping Inc. will make reasonable effort to provide customers with notice in the event of a disruption in the facilities or services usually used by people with disabilities. This notice will include information about the reason for the disruption, and its anticipated

duration, and a description of alternative facilities or services, if available. We may not be able to give advance notice in case of an emergency disruption.

In order to make information accessible, the signs and printed notices should be clearly laid out. The signs and printed notices will be displayed prominently at the entrance to the International Landscaping Inc. location and/or at the order area within the store.

#### TRAINING FOR PARTNERS

International Landscaping Inc. will ensure that all persons to whom this policy applies receive training as required by the Accessibility Standards for Customer Service. In addition, training will be provided on a continuous basis to all newly hired partners of International Landscaping Inc. as part of our onboarding process.

The Human Resources department will keep a record of training received by International Landscaping Inc. partners. Training will include:

- The purpose of the Accessibility for Ontarians with Disabilities Act, 2005;
- The requirements of the Accessibility Standards for Customer Service (Ontario Regulation 429/08);
- Information about International Landscaping Inc. policies and procedures pertaining to the provision of International Landscaping Inc. services to persons with disabilities;
- How to interact and communicate with persons with various types of disabilities;
- What to do if a person with a disability is having difficulty accessing a International Landscaping Inc. location;
- How to interact with people with disabilities who use assistive devices or require the assistance of a service animal or support person;

#### FEEDBACK PROCESS

International Landscaping Inc. welcomes feedback, including feedback about the delivery of our services to persons with disabilities. International Landscaping Inc. will investigate and respond to all complaints relating to such services in a timely, thorough and objective manner. **All customers can submit feedback or questions to (905-876-3000) or by email (HR@intland.ca)**

#### MODIFICATIONS TO THIS OR OTHER POLICIES

International Landscaping Inc. is committed to developing customer service policies that respect and promote the dignity and independence of people with disabilities. International Landscaping Inc. retains the right to amend or change this policy at any time; however, any such change will only be made after considering the impact on people with disabilities.