

STINSON SECURITY SERVICES ACCESSIBILITY STANDARDS POLICY, 2016

Our organization will meet the information and communication needs of people with disabilities by providing upon request, information and communications materials in accessible formats or with communication supports.

As an employee of Stinson Security Services Limited you have an important role to play in helping people with disabilities gain greater access to the same services, buildings and opportunities for study, work or recreation as any other person.

Our policy states that every employee of our Company must complete training in the Accessibility for Ontarians with Disabilities Act 2005 (AODA), Ontario Human Rights Code (OHRC) and the Integrated Accessibility Standards Regulation (IASR). Each employee is required to complete an online training module and to successfully complete the required quiz and to provide the necessary certificate of completion. A record of this training is maintained for each employee.

Company policy and training information is also available on the Stinson website in an accessible format. Our policy has been designed to help Stinson Security employees assist in service to persons with disabilities.

The **AODA** is designed to make accessibility available to all persons with disabilities and:

- allow equal opportunity to access education, transportation, recreation and work
- allow persons with disabilities to integrate into daily life
- allow equal opportunity to travel, study, work and enjoy life
- allow persons with disabilities to remain independent

The Act promotes freedom from discrimination because of place of origin, ethnicity, race, ancestry, citizenship, creed, sex, sexual orientation, gender, age, family status or disability and it is **the Company policy that all employees provide service free from discrimination of any kind.**

The **OHRC** protects people from discrimination and harassment because of past, present and perceived disabilities. "Disability" covers a broad range and degree of conditions, some visible and some not visible. A disability may have been present from birth, caused by an accident, or developed over time, there are physical, mental and learning disabilities.

The three standards contained in the **IASR**, Information and Communications, Employment and Transportation, should make it easier for more people with disabilities to go about their daily lives.

This policy states that everyone has a right to accessibility and respect. When a Stinson employee provides a service for persons with disabilities and that service becomes temporarily unavailable, a notice must be posted to that effect and indicate when the service will be resumed.

This policy states that persons with disabilities must be permitted to use any devices necessary to them to access any services and that.....

service animals must be permitted onto the public premises except where exempt by law. The dog owner is responsible for the animal and that.....

support personnel can go anywhere with a person with a disability and are permitted the same access to goods and services

Stinson Security Services Limited provides this policy to aid employees and will also provide this information to any other person wishing to obtain a copy in an accessible format.

Signed: _____

Dated January 2, 2016.


David R. Stinson
President, Stinson Security Services Limited

STINSON SECURITY SERVICES ACCESSIBILITY PLAN, 2016

Introduction

This accessibility plan outlines the steps that Stinson Security Services will take to prevent and remove barriers to accessibility and how the requirements of the regulation will be met.

At Stinson Security Services, we are an equal opportunity employer who is committed to doing our part to help the Province of Ontario to become fully accessible by the year 2025.

Goals of the Plan

- To establish, implement, document and maintain a multi-year accessibility plan.
- Include within its Multi-Year Accessibility Plan a statement of commitment to meet the accessibility needs of persons with disabilities in a timely manner.
- To post this accessibility plan on our website and provide the plan in an accessible format on request. www.stinsonsecurity.com
- To review and update the accessibility plan at least once every five years.

Barriers to Accessibility

What is a barrier to accessibility?

Barriers can prevent a person with a disability from fully participating in society.

Some examples of barriers are:

- Information and Communication, Example: Print is too small to read.
- Attitudinal, Example: Assuming that a person who has a speech impediment cannot understand you.
- Technological, Example: A website that does not support screen reading software.
- Policy and Practice, Example: A hiring process that does not offer accommodations in interviews.

Accessibility Training

Stinson Security Services will by January 1, 2015:

- Our organization will continue to promote training modules and communicate training requirements to employees to ensure staff are trained as required under the accessibility legislation.
- Our organization will continue to promote mandatory online accessibility training modules to new employees as part of their orientation. This training would include but is not limited to, the AODA, OHRC and IASR.
- Maintain records of the dates when training is completed and the individuals who completed the training.

By ensuring that our new and existing employees are adequately trained, this will assist our organization in preventing and or removing accessibility barriers.

Feedback, Accessible Formats and Communication Supports

Stinson Security Services will by January 1, 2015:

- Put a statement on its website about the availability of accessible formats and communication supports and, upon request, provide or arrange for the provision of accessible formats in a timely manner; and
- Ensure that the processes for receiving and responding to feedback are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communications supports, upon request.

Procurement

Stinson Security Services will by January 1, 2015:

- Our organization will continue to inform our employees of the requirement to purchase goods and services that meet or exceed accessibility requirements.
- Accessibility considerations in procurement will continue to be part of our organizations evaluation criteria.

Recruitment

Stinson Security Services will by January 1, 2016:

- On our organizations website and on any job postings, specify that accommodations are available for applicants with disabilities.
- Inform applicants selected to participate in an assessment or selection process that accommodations are available during the recruitment process, upon request, in relation to materials and processes to be used;
- Upon request, consult with the applicant and arrange for suitable accommodation; and notify the successful applicant, when making offers of employment, of its policies for accommodating employees with disabilities.

Informing Employees of Supports

Stinson Security Services will by January 1, 2016:

- Inform employees and new hires (as soon as practicable) of Stinson Security Services policies to support individuals with disabilities and keep employees up to date on changes to these policies; and

- Upon request from an employee with a disability, and further to consultation with the employee, provide for suitable accessible formats and communication supports for: information needed by the employee to perform their job, and information that is generally available to employees.

Documented Individual Accommodation Plans / Return to Work Process

Stinson Security Services will by January 1, 2016:

- Develop a written process for the development of individual accommodation plans; and
- Develop and document a return to work process for employees who have been absent due to a disability; the process shall outline the steps Stinson Security Services will take to facilitate the employee's return to work and use the employee's individual accommodation plan as part of that process.

Performance Management, Career Development and Redeployment

Stinson Security Services will by January 1, 2016:

- Take into account the accessibility needs of employees with disabilities and individual accommodation plans when utilizing Stinson Security Services performance management processes, considering career development and advancement opportunities and redeployment of its employees with disabilities.

Signed: _____


David R. Stinson
President, Stinson Security Services Limited.

Dated January 2, 2016.