



Accessibility Standard for Employees/Visitors

Administrative Procedures:	Accessibility Standards for Employees and Visitors
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Approved:	
Approved by:	David Ciolfe VP - Operations



Accessibility Standard for Employees/Visitors

Motion Concepts Accessibility policy

Purpose: This accessibility policy outlines the policies and actions that Motion Concepts will put in place to prevent and remove barriers for people with disabilities.

Scope: This policy is intended to meet the requirements of the Accessibility Standards under the Accessibility for Ontarians with Disabilities Act, 2005. It 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 Motion Concepts shall follow the principles of dignity, independence, integration and equal opportunity for employees and visitors (Motion Concepts identifies visitors accessibility needs when schedules appointments for them).

Guidelines

In accordance with the Accessibility Standards, this policy addresses the following:

A. Customer Service

Motion Concepts will provide access to its goods, services, and facilities to Customers with disabilities in a manner that is consistent with the principles of independence, dignity, integration, and equality of opportunity, and that is in compliance with the Customer Service Standards under the AODA.

Motion Concepts provides very restricted site access, and accordingly, there is minimal access by non-employees, or third parties authorized to be on site. In addition, our products and services are not purchased by and rendered to Customers in the manner of other manufacturing organizations.

B. The Provision of Goods and Services to Persons with Disabilities

Motion Concepts 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 employees/visitors receive the same value and quality;
- Allowing employees/visitors with disabilities to do things in their own ways, at their own pace as long as this does not present a safety risk;
- Using alternative methods when possible to ensure that employees/visitors with disabilities have access to the same services, in the same place and in a similar manner;
- Considering individual needs when providing goods and services; and
- Communicating in a manner that takes into account the employee's/visitor's disability.



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C. The Use of Assistive Devices

Employee's/Visitor's Own Assistive Device(s)

Persons with disabilities may use their own assistive devices as required when accessing goods or services provided by Motion Concepts LP.

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.

D. Guide Dogs, Service Animals and Service Dogs

An employee/visitor with a disability that is accompanied by guide dog, service animal or service dog will be allowed access to premises that are open to the public unless otherwise excluded by law.

E. The Use of Support Persons

If an employee/visitor with a disability is accompanied by a support person, Motion Concepts will ensure that both persons are allowed to enter the premises together and that the employee/visitor is not prevented from having access to the support person.

In situations where confidential information might be discussed, consent will be obtained from the employee/visitor, prior to any conversation where confidential information might be discussed.

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

F. Notice of temporary disruption

In the event of a planned or unexpected disruption to services or facility for visitors/employees with disabilities while entering Motion Concepts facility, Motion Concepts will notify them promptly. This clearly posted notice will include information about the reason for the disruption, its anticipated length of time, and a description of available alternatives.

G. Feedback

Visitors/Employees who wish to provide feedback on the way Motion Concepts provides goods and services to people with disabilities can email mghaderian@motionconcepts.com and should expect to hear back within five business days.



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H. Training

Motion Concepts will provide training to employees involved in the development of policies, plans, practices and procedures related to Accessibility Standards. Training will also be provided to employees and managers that may have a chance to work with a person with disability.

The training will include:

- An overview of the Accessibility for Ontarians with Disabilities Act
- Motion Concepts plan related to the Accessibility Standards
- How to interact and communicate with people with disabilities who use an assistive device or require the assistance of a service animal or support person.
- What to do if a person with a disability is having difficulty in accessing Motion Concepts goods and services



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Appendix A:

Subject: Employee safety during emergencies

At Motion Concepts, we take employee safety seriously.

If you have a disability, whether permanent or temporary, and may need help during an emergency, please let us know. We will ask you to complete a self-assessment form, then work with you to develop individualized emergency response information that will meet your needs in an emergency situation.

Please note that we do not need to know the details of your medical condition or disability, only the kind of help you may need. The information you provide will be kept confidential and only shared with your consent.

If you have questions please let us know.

Thank you!
Management

I confirm that I don't need any accommodation.

Employee Information

Name: _____ Department: _____

Date: _____



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Appendix B:

Please complete this worksheet to help us identify barriers that could arise in an emergency situation and provide suggestions on how to overcome them. Your input will help us provide you with individualized emergency information.

The information collected is confidential and will only be shared with your consent. You do not have to provide details of your medical condition or disability, only the type of help you may need in an emergency.

Date: _____

Employee Information

Name: _____ Department: _____

Telephone: _____

Emergency Contact Information

Name: _____ Telephone: _____

Relationship: _____



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Potential Emergency Response Barriers

1. Can you see or hear the fire/security alarm signal?

Yes No

If No, what would help you know the alarm was flashing/ringing?

2. Can you talk to emergency staff?

Yes No

If no, what would help you to communicate with them?

3. Can you use the emergency exits?

Yes No

If no, what would help you to exit the building?

4. Could you find the exit if it was smoky or dark?

Yes No

If no, what would help you find the exit?

5. Can you exit the building by yourself?

Yes No

If no, what would help you to get out?

6. Would you be able to evacuate during a stressful and crowded situation?

Yes No

If no, what would help you evacuate?

7. Can you read/access our emergency information?

Yes No

If no, what would make this information available to you?

