

# ACCESSIBLE CUSTOMER SERVICE POLICY

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## Accessible Customer Service Policy 1.0

**SUBJECT:** Intent, Principles, and Scope Eventscape Inc.

**DATE OF ISSUE:** November 28, 2011

**LAST REVIEWED:** January 2021

### Intent

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. All goods and services provided by Eventscape Inc. shall follow the principles of dignity, independence, integration, and equal opportunity as described below.

### Principles

- **Dignity** – service is provided in a way that allows the person with a disability to maintain self-respect and the respect of other people. People with disabilities are not treated as an afterthought or forced to accept lesser service, quality or convenience.
- **Independence** – allowing a person with a disability to do things on their own without unnecessary help, or interference from others.
- **Integration** – service is provided in a way that allows the person with a disability to benefit from the same services, in the same place, and in the same or similar way as

other customers, unless an alternate measure is necessary to enable the person to access goods or services.

- **Equal Opportunity** – people with disabilities have an opportunity equal to that given to others to access Company goods or services.

### **Scope**

- a) This policy applies to the provision of goods and services at premises owned and operated by Eventscape Inc.
- b) This policy applies to employees, volunteers, and contractors who deal with the public or other third parties that act on behalf of Eventscape Inc., including when the provision of goods and services occurs off the premises of Eventscape Inc. such as in: delivery services, vendors, drivers, and installations.
- c) The section of this policy that addresses the use of guide dogs, service animals and service dogs only applies to the provision of goods and services that take place at premises owned and operated by Eventscape Inc.
- d) This policy shall also apply to all persons who participate in the development of the Eventscape Inc.'s policies, practices and procedures governing the provision of goods and services to members of the public or third parties.

### **Accessible Customer Service Policy 2.0**

**SUBJECT:** Definitions Eventscape Inc.

**DATE OF ISSUE:** November 28, 2011

**LAST REVIEWED:** January 2021

### **Definitions**

Barriers – Anything that keeps someone with a disability from fully participating in all aspects of society because of their disability. Types of barriers include attitude barriers, architectural/structural barriers, information and communication barriers, technology barriers, and systemic barriers.

Assistive Device – is a technical aid, communication device or other instrument that is used to maintain or improve the functional abilities of people with disabilities. Personal assistive devices are typically devices that customers bring with them such as a wheelchair, walker or a personal oxygen tank that might assist in hearing, seeing, communicating, moving, breathing, remembering and/or reading.

Disability – the term disability as defined by the Accessibility for Ontarians with Disabilities Act, 2005, and the Ontario Human Rights Code, refers to:

- any degree of physical disability, illness, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical

reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;

- a condition of mental impairment or a developmental disability;
- a learning disability, or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- a mental disorder; or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

Guide Dog – is a highly-trained working dog that has been trained at one of the facilities listed in Ontario Regulation 58 under the Blind Persons' Rights Act, to provide mobility, safety and increased independence for people who are blind.

Service Animal – as reflected in Ontario Regulation 429/07, an animal is a service animal for a person with a disability if: • it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or • if the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.

Service Dog – as reflected in Health Protection and Promotion Act, Ontario Regulation 562 a dog other than a guide dog for the blind is a service dog if:

- it is readily apparent to an average person that the dog functions as a service dog for a person with a medical disability;
- or the person who requires the dog can provide on request a letter from a physician or nurse confirming that the person requires a service dog.

Support Person – as reflected in Ontario Regulation 429/07, a support person means, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care, medical needs or access to goods and services.

### **Accessible Customer Service Policy 3.0**

**SUBJECT:** General Principles Eventscape Inc.

**DATE OF ISSUE:** November 28, 2011

**LAST REVIEWED:** January 2021

### **General Principles**

In accordance with the Accessibility Standards for Customer Service, Ontario Regulation 429/07, this policy addresses the following:

- A. The Provision of Goods and Services to Persons with Disabilities;
- B. The Use of Assistive Devices

- C. The Use of Guide Dogs, Service Animals and Service Dogs
- D. The Use of Support Persons
- E. Notice of Service Disruptions
- F. Customer Feedback
- G. Training
- H. Notice of Availability and Format of Required Documents

### **A. The Provision of Goods and Services to Persons with Disabilities**

Eventscape Inc. 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 customers receive the same value and quality;
- allowing customers with disabilities to do things in their own ways, at their own pace when accessing goods and services as long as this does not present a safety risk;
- using alternative methods when possible to ensure that customers with disabilities have access to the same services, in the same place and in a similar manner;
- taking into account individual needs when providing goods and services; and
- communicating in a manner that takes into account the customer's disability.

### **B. The Use of Assistive Devices**

Customer's own assistive device(s):

Persons with disabilities may use their own assistive devices as required when accessing goods or services provided by Eventscape Inc.

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. For example, open flames and oxygen tanks cannot be near one another. Therefore, the accommodation of a customer with an oxygen tank may involve ensuring the customer is in a location that would be considered safe for both the customer and business. Or, where elevators are not present and where an individual requires assistive devices for the purposes of mobility, service will be provided in a location that meets the needs of the customer.

### **C. The Use of Guide Dogs, Service Animals and Service Dogs**

A customer 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. "No pet" policies do not apply to guide dogs, service animals and/or service dogs.

#### Exclusion Guidelines:

If a guide dog, service animal or service dog is excluded by law (see applicable laws below) Eventscape Inc. will offer alternative methods to enable the person with a disability to access goods and services, when possible (for example, securing the animal in a safe location and offering the guidance of an employee).

#### Applicable Laws:

Dog Owners' Liability Act, Ontario: If there is a conflict between a provision of this Act or of a regulation under this or any other Act relating to banned breeds (such as pitbulls) and a provision of a by-law passed by a municipality relating to these breeds, the provision that is more restrictive in relation to controls or bans on these breeds prevails.

#### Care and Control of the Animal:

The client that is accompanied by a guide dog, service dog and/or service animal is responsible for maintaining care and control of the animal at all time.

#### Allergies:

If a health and safety concern presents itself for example in the form of a severe allergy to the animal, Eventscape Inc. will make all reasonable efforts to meet the needs of all individuals.

### **D. The Use of Support Persons**

If a customer with a disability is accompanied by a support person, Eventscape Inc. will ensure that both persons are allowed to enter the premises together and that the customer is not prevented from having access to the support person. Eventscape Inc. does not charge admission fees to enter its facility. As such, admission fees will not be charged for support persons.

There may be times where, if required, seating and availability prevent the customer and support person from sitting beside each other. In these situations Eventscape Inc. will make every reasonable attempt to resolve the issue.

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

### **E. Notice of Disruptions in Service**

Service disruptions may occur due to reasons that may or may not be within the control or knowledge of Eventscape Inc. In the event of any temporary disruptions to facilities or services that customer's with disabilities rely on to access or use Eventscape Inc.'s goods or services, reasonable efforts will be made to provide advance notice. In some circumstances such as in the situation of unplanned temporary disruptions, advance notice may not be possible.

Notifications will include:

In the event that a notification needs to be posted the following information will be included:

- goods or services that are disrupted or unavailable
- reason for the disruption
- anticipated duration
- a description of alternative services or options

Notifications Options:

When disruptions occur, Eventscape Inc. will provide notice by:

- posting notices in conspicuous places including at the point of disruption, at the main entrance and the nearest accessible entrance to the service disruption and/or on the Eventscape Inc. website;
- contacting customers with appointments;
- verbally notifying customers when they are making an appointment; or
- by any other method that may be reasonable under the circumstances.

**F. Feedback Process**

Eventscape Inc. shall provide customers with the opportunity to provide feedback on the service provided to customers with disabilities. Customers have the following options to provide feedback: feedback forms (made available upon request), verbally (in person or by telephone), or written (hand written, delivered, website, or email).

Submitting Feedback:

Customers who wish to provide feedback may do so by using the above mentioned options and sending it to:

Jennifer Li  
Accessibility Officer  
4 Bestobell Road  
Etobicoke, Ontario M8W 4H3  
T: (416) 231-8855 x 183  
F: (416) 231-7225  
humanresources#eventscape.com  
www.eventscape.com

Customers that provide formal feedback will receive acknowledgement of their feedback, along with any resulting actions based on concerns or complaints that were submitted.

**G. Notice of Availability and Format of Documents**

Eventscape Inc. shall notify customers that the documents related to the Accessibility Standard for Customer Service are available upon request and in a format that takes into account the customer's disability. Notification will be given as requested and by posting the information in a conspicuous place owned and operated by Eventscape Inc., the Eventscape Inc.'s website and/or any other reasonable method.

## **H. Training**

Training will be provided to:

- - a) all employees, volunteers, and contractors who deal with the public or other third parties that act on behalf of Eventscape Inc.; for example: salespersons, drivers, designers, project managers, and installers; and,
  - b) those who are involved in the development and approval of customer service policies, practices and procedures.

### Training Provisions:

Training will include:

- An overview of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard.
- Eventscape Inc.'s policies, procedures and practices relating to 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 assistive devices;
  - require the assistance of a guide dog, service dog or other service animal;
  - require the use of a support person.
- How to use equipment or devices provided by Eventscape that are used to help people with disabilities.
- Instructions on what to do if a person with a disability is having difficulty accessing our services.

### Training Schedule:

Eventscape Inc. will provide training as soon as practicable. Training will be provided to new employees, volunteers, and/or contractors who deal with the public or act on our behalf no later than three (3) months after hire. Revised training will be provided in the event of changes to legislation, procedures and/or practices.

Record of Training:

Eventscape Inc. will keep a record of training that includes the dates training was provided and the number of employees who attended the training.

**Accessible Customer Service Policy 4.0**

**SUBJECT:** Administration Eventscape Inc.

**DATE OF ISSUE:** November 28, 2011

**LAST REVIEWED:** January 2021

**Administration**

If you have any questions or concerns about this policy or its related procedures please contact:

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4 Bestobell Road  
Etobicoke, Ontario M8W 4H3  
T: (416) 231-8855 x 183  
F: (416) 231-7225  
humanresources#eventscape.com  
www.eventscape.com

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

**Accessible Customer Service Policy 6.0**

**SUBJECT:** Referenced Documents Eventscape Inc.

**DATE OF ISSUE:** November 28, 2011

**LAST REVIEWED:** January 2021

**Referenced Documents:**

- Accessibility for Ontarians with Disabilities Act, 2005
- Accessibility Standards for Customer Service, Ontario Regulation 429/07
- Blind Person's Rights Act, 1990
- Dog Owners' Liability Act, Ontario
- Food Safety and Quality Act 2001, Ontario Regulation 31/05
- Health Protection and Promotion Act, Ontario Regulation 562
- Ontario Human Rights Code, 1990