

FIRST DERIVATIVES CANADA INC. ACCESSIBILITY FOR ONTARIANS WITH DISABILITY POLICY

1.0 POLICY STATEMENT

- 1.1 First Derivatives Canada, Inc. (“FD”) aims to promote the principles of independence, dignity, integration and equal opportunity by ensuring equal accessibility to all.

FD understands that obligations under the Accessibility for Ontarians with Disabilities Act (“AODA”) and its accessibility standards do not substitute or limit its obligations under the Ontario Human Rights Code or obligations to people with disabilities under any other law.

FD is committed to complying with both the Ontario Human Rights Code and the AODA and is committed to excellence in serving all customers including people with disabilities.

FD has adopted this Accessibility for Ontarians with Disability Policy (the “Policy”) to promote equal accessibility to all.

2.0 ASSISTIVE DEVICES

- 2.1 People with disabilities may use their personal assistive devices when accessing our services or facilities.

- 2.2 In cases where the assistive device presents a significant and unavoidable health or safety concern or may not be permitted for other reasons, other measures will be used to ensure the person with a disability can access our services or facilities.

- 2.3 We will ensure that staff are trained and familiar with various assistive devices we have on site or that we provide that may be used by customers with disabilities while accessing our services or facilities.

3.0 COMMUNICATION

- 3.1 FD aims to communicate with people with disabilities in ways that take into account their disability. FD will work with the person with a disability to determine what method of communication works for them.

4.0 SERVICE ANIMALS

- 4.1 We welcome people with disabilities and their service animals. Service animals are allowed on the parts of our premises that are open to the public. FD will accommodate reliance on service animals in the workplace under section 10(1) of the Ontario Human Rights Code.

- 4.2 When we cannot easily identify that an animal is a service animal, our staff may ask a person to provide documentation (template, letter or form) from a regulated health professional that confirms the person needs the service animal for reasons relating to their disability.

- 4.3 A service animal can be easily identified through visual indicators, such as when it wears a harness or a vest, or when it helps the person perform certain tasks.

- 4.4 A regulated health professional is defined as a member of one of the following colleges:

- College of Audiologists and Speech-Language Pathologists of Ontario;
- College of Chiropractors of Ontario;
- College of Nurses of Ontario;

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- College of Occupational Therapists of Ontario;
- College of Optometrists of Ontario;
- College of Physicians and Surgeons of Ontario;
- College of Physiotherapists of Ontario;
- College of Psychologists of Ontario; and
- College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario.

4.5 If service animals are prohibited by another law, we will do the following to ensure people with disabilities can access our services or facilities:

- explain why the animal is excluded; and
- discuss with the customer another way of providing our services or facilities.

5.0 SUPPORT PERSONS

5.1 A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on our premises. A fee/fare will not be charged for support persons.

5.2 In certain cases, FD might require a person with a disability to be accompanied by a support person for the health or safety reasons of:

- the person with a disability; and
- others on the premises.

5.3 Before making a decision, FD will:

- consult with the person with a disability to understand their needs;
- consider health or safety reasons based on available evidence; and
- determine if there is no other reasonable way to protect the health or safety of the person or others on the premises.

6.0 NOTICE OF TEMPORARY DISRUPTION

6.1 In the event of a planned or unexpected disruption to services or facilities for customers with disabilities FD will notify customers promptly. FD will post notices which will include information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available.

7.0 TRAINING

7.1 FD will offer accessible customer service training to:

- all employees and volunteers; and
- anyone involved in developing our policies.

7.2 A record of training shall be maintained and training will include:

- purpose of AODA;
- FD's policies in relation to AODA;
- 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;

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- how to use the equipment or devices available on-site or otherwise that may help with disabilities;
- what to do if a person with a disability is having difficulty; and
- Staff will also be trained when changes are made to our accessible customer service policies.

8.0 FEEDBACK PROCESS

- 8.1 FD welcomes feedback on how we provide accessible customer service. Customer feedback will help us identify barriers and respond to concerns.
- 8.2 FD will make sure our feedback process is accessible to people with disabilities by providing or arranging for accessible formats and communication supports, on request.

9.0 NOTICE OF AVAILABILITY OF DOCUMENTS

- 9.1 FD will provide this document in an accessible format or with communication support, on request. We will consult with the person making the request to determine the suitability of the format or communication support. We will provide the accessible format in a timely manner and, at no additional cost.

10.0 MODIFICATIONS TO THIS OR OTHER POLICIES

- 10.1 Any policies of FD that do not respect and promote the principles of dignity, independence, integration and equal opportunity for people with disabilities will be modified or removed.
- 10.2 FD will review and update this Policy at least every five years as required by law.