



**LT Custom Furnishings Inc.**

**ACCESSIBILITY POLICY**

**January 1, 2019**

## **Commitment**

LT Custom Furnishings Inc. is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities promptly and will do so by preventing and removing barriers to accessibility in compliance with the requirements under Ontario's accessibility laws.

## **Training**

We are committed to training staff and volunteers in Ontario's accessibility laws and aspects of the Ontario Human Rights Code that relate to persons with disabilities. We will train our employees and volunteers on accessibility as it relates to their specific roles.

## **Self-service kiosks**

In the future, if the company utilizes self-service kiosks or any self-serve device, we will incorporate accessibility features that accommodate people with disabilities. These accommodations will be in the design, procurement and implementation of self-serve kiosks and devices.

## **Information and communications**

We will communicate with people with disabilities in ways that take into account their disability. When asked, we will provide information about our organization and its services, including public safety information, in accessible formats or with communication supports.

We will also meet internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements under Ontario's accessibility laws.

## **Employment**

We will notify employees, potential hires and the public that accommodations can be made during recruitment and hiring.

We will notify staff that supports are available for those with disabilities. We will put in place a process to develop individual accommodation plans for employees.

Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency.

Our performance management, career development and redeployment processes will take into account the accessibility needs of all employees.

## **Modifications**

From time to time, modifications may be made to this policy document when changes occur with the company that could impact our commitment. Modifications will only be made to maintain or strengthen our commitment to promote the dignity and independence of people with disabilities.

## **Availability**

This document is available to any person on request, by calling the LT Custom Furnishings Inc. corporate offices at (905) 303-0005. This policy is also accessible on our website, [www.ltcustom.ca](http://www.ltcustom.ca).