

Accessibility Policy

Policy Effective Date January 1, 2020



Purpose

This policy has been adopted by T2ue for the purpose of compliance with the *Accessibility for Ontarians with Disabilities Act, 2005* and Ontario Regulation 191/11: *Integrated Accessibility Standards*.

Policy Statement

T2ue is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence.

We believe in integration and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the *Accessibility for Ontarians with Disabilities Act* and Ontario's accessibility laws.

Policy

Training

We are committed to training staff in Ontario's accessibility laws and aspects of the Ontario *Human Rights Code* that relate to persons with disabilities.

We will train our employees on accessibility as it relates to their specific roles.

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 in accordance with 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.

Modification to this or Other Policies

We are committed to developing customer service policies that respect and promote the dignity and

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Policies Created by HR

Policies Approved by: HR and Legal

independence of people with disabilities. Therefore, no changes will be made to this policy before considering the impact on people with disabilities. We will modify or remove an existing policy that does not respect and promote the dignity and independence of people with disabilities.

Questions about this Policy

If you have questions about accessibility at T2ue, or to request a copy of this policy in an accessible format, please email info@t2ue.com or call 1-855-222-T2UE (1-855-222-8283) and ask to be transferred to the Human Resources department.