

Policies on Accessibility for Person with Disabilities

Nasco, Building Cleaning Inc. (Nasco) is committed to improve accessibility of its workplace. We will adopt the following policies as per the requirements under the *Accessibility for Ontarians with Disabilities Act, 2005 (the AODA)*.

General Provisions

Nasco is committed to training staff in Ontario's accessibility laws and aspects of the *Ontario Human Rights Code* that relate to people with disabilities. Training will be provided to employees and other staff members as it relates to their specific roles. Nasco's policies take account of the fact that its activities are performed on premises that it does not own and for organizations that have their individual policies on accessibility for people with disabilities.

Information and Communications

Nasco will meet the communication needs of people with disabilities. When asked, we will provide information about our organization and its services in accessible formats or with communication supports. This includes information for our staff, information for our clients on our services and offices, as well as information on our emergency measures or plans.

Nasco will consult its employees with disabilities to determine their information and communication needs if necessary.

Employment

Nasco will adapt itself to the needs of people with disabilities during recruitment, evaluation and hiring, as well as during training sessions. Where applicable, we will provide customized emergency information to help an employee during an emergency. Our performance management, career development and redeployment processes will consider the accessibility needs of all employees, including our workload accommodation plan.

Nasco will facilitate the use by its employees of personal aids and devices, such as wheelchairs, canes, walkers, motorized bicycles and Braille displays.

Changes to existing policies

Nasco will modify or remove any existing policy that does not respect and promote the dignity and independence of people with disabilities.