



D&G Landscaping

Accessible Customer Service Plan

Providing Goods and Services to People with Disabilities

D&G Landscaping is committed to excellence in serving all customers including people with disabilities. **D&G Landscaping** requires its customers to be served in a manner that respects all customers' dignity; independence; and integration equally. A copy of this plan will be available at the head office of **D&G Landscaping**. A copy of this plan is also available on the **D&G Landscaping** website at www.dandglandscaping.com.

Assistive devices

We will ensure that our 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 goods or services.

Communication

We will communicate with people with disabilities in ways that take into account their disability.

Service animals

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.

Support persons

A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on our premises.

- Fees will not be charged for support persons

Notice of temporary disruption

In the event of a planned or unexpected disruption to services or facilities for customers with disabilities, **D&G Landscaping** will notify customers promptly. A clearly posted notice will include information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available.

The notice will be placed at the Head Office and at any relevant work site, if deemed necessary.

Training

D&G Landscaping will provide training to employees, volunteers and others who deal with the public or other third parties on our behalf.

Individuals in the following positions will be trained:

Management; Superintendents and Office Staff.

This training will be provided to staff within 3 months of the hire date.

Training will include:

- An overview of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard
- **D&G Landscaping's** plan related 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 an assistive device or require the assistance of a service animal or a support person
- What to do if a person with a disability is having difficulty in accessing **D&G Landscaping's** goods and services
- Staff will also be trained when changes are made to the accessible customer service plan.

Feedback process

Customers who wish to provide feedback on the way **D&G Landscaping** provides goods and services to people with disabilities can call the head office at (613) 821-4444 or email accessibility@dandglandscaping.com.

All feedback, including complaints, will be investigated and addressed as deemed appropriate.

Modifications to this or other policies

Any policy of **D&G Landscaping** that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

The Management, December 2020