



# CUSTOMER SERVICE POLICY

## ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES

### PURPOSE

Force Automation strives at all times to provide its goods and services in a way that respects the dignity and independence of people with disabilities. We are also committed to giving people with disabilities the same opportunity to access our goods and services and allowing them to benefit from the same services, in the same place and in a similar way as other customers.

### RESPONSIBILITY

All employees of Force Automation that have contact with outside vendors and customers.

### GOVERNING RULES AND REGULATIONS

Force Automation is committed to excellence in serving all customers including people with disabilities and we will carry out our functions and responsibilities in the following areas:

1. **Communication** – We will communicate with people with disabilities in ways that take into account their disability. We will train staff who communicate with customers on how to interact and communicate with people with various types of disabilities.
2. **Telephone Services** – We are committed to providing fully accessible telephone service to our customers. We will train staff to communicate with customers over the telephone in clear and plain language and to speak clearly and slowly. We will offer to communicate with customers by e-mail if telephone communication is not suitable to their communication needs or is not available.
3. **Assistive Devices** – We are committed to serving people with disabilities who use assistive devices to obtain, use or benefit from our goods and services. We will ensure that our staff is trained and familiar with various assistive devices that may be used by our customers with disabilities while accessing our goods and services.
4. **Billing** – We are committed to providing accessible invoices to all our customers. For this reason, invoices will be provided in the following formats upon request: hard copy, large print, e-mail, etc. We will answer any questions customers may have about the content of the invoice in person, by telephone or e-mail.
5. **Use of Service Animals and Support Persons** – We are committed to welcoming people with disabilities who are accompanied by a service animal on the parts of our premises that are open to the public and other third parties. We will also ensure that all staff, volunteers, and other dealing with the public are properly trained in how to interact with people with disabilities who are accompanied by a service animal. We are committed to welcoming people with disabilities who are accompanied by a support person. Any persons with a disability who is accompanied by a support person will be allowed to enter Force Automation's premises with his or her support person. At no time will a person with a disability who is



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accompanied by a support person be prevented from having access to his or her support person while on our premises.

6. **Notice of Temporary Disruption** – Force Automation will provide customers with notice in the event of a planned or unexpected disruption in the facilities or services usually used by people with disabilities. This notice will include information about the reason for the disruption, it's anticipated duration, and a description of alternative facilities or services, If available. The notice will be place at all public entrances and service counters on our premises.
7. **Training for Staff** – Force Automation will provide training to all employees, volunteers and others who deal with the public or other third parties on their behalf, and all those who are involved in the development and approvals of customer service policies, practices and procedures. Individuals in the following positions will be trained: all levels of management, accounting, program management, engineering, administrative, controls, purchasing, and shipping and receiving personnel.
8. This training will be provided during the employee orientation. Training will include the following:
  - i. The purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard;
  - ii. How to interact and communicate with people with various types of disabilities;
  - iii. How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or support persons;
  - iv. What to do if a person with a disability is having difficulty in accessing Force Automation's goods and services; and
  - v. Force Automation's policies and practices and procedures relating to the customer service standard.
  - vi. Applicable staff will be trained on policies, practices, and procedures that affect the way goods and services are provided to people with disabilities. Staff will also be trained on an ongoing basis when changes are made to the policies, practices, and procedures.
9. **Feedback Process** – The ultimate goal of Force Automation is to meet people and surpass customer expectations while serving customers with disabilities. Comments on our services regarding how well those expectations are being met are welcome and appreciated.