

# Accessibility for Ontarians with Disabilities Policy

## Notice

RIC (KDEOR) Inc. operates as Kawartha Downs (KD) at 1382 County Rd. #28 in Fraserville, Ontario.

## Purpose

Kawartha Downs is committed to providing quality services to all persons we serve, including persons with disabilities such as those with visual, hearing, cognitive or motor impairments. Accessibility aligns with our customer service commitment of meeting and exceeding guest service standards and providing a memorable experience for all our guests.

In fulfilling our mission, we are committed at all times to providing our 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 allow them to benefit from the same services in the same place and in similar ways as other customers.

## Scope

The *Kawartha Downs Accessibility for Ontarians with Disabilities Policy* applies to every person who deals with members of the public or other third parties on behalf of Kawartha Downs, whether the person does so as an employee, agent, volunteer, or otherwise.

## Policy

Kawartha Downs is committed to excellence in serving all customers including people with disabilities and will maintain compliance as a minimum to employment standards and the *O. Reg. 191/11: Integrated Accessibility Standards*. We will ensure our responsibilities are fulfilled within all the following areas – communication; telephone services; assistive devices; billing; use of service animals and support persons; notices of temporary disruption; comprehensive internal training appropriate to job duties; an accessible feedback process; and policy sharing.

## Procedure

### **Communication**

We will communicate with people with disabilities in a way that considers their disability. We are dedicated to training staff who communicate with customers on how to interact and communicate with people with various types of disabilities.

### **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 a clear and plain language and to speak clearly and slowly. We will offer to communicate with customers by email or postal service if telephone communication is not suitable for their communication needs.

### ***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 security staff is trained and familiar with the various assistive devices that may be used by customers with disabilities while accessing our goods and services. We will also ensure that our security staff know how to use the following assistive devices available on the premises for customers: manual wheelchairs, crutches, or canes.

### ***Billing***

We are committed to providing accessible invoices to all our customers. For this reason, invoices will be provided in various formats upon request - hard copy, large print, email, etc. We will also answer any questions customers may have about the content of the invoice in person, by telephone or email.

### ***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 others dealing with the public are properly trained in how to interact with people with disabilities who are accompanied by a service animal.

*Please Note:* A note from a regulated health professional may be requested to confirm that a person with a disability requires the use of a service animal.

We are also committed to welcoming people with disabilities who are accompanied by a support person. Any person with a disability who is accompanied by a support person will be allowed to enter Kawartha Downs premises with their support person. At no time will a person with a disability who is accompanied by a support person be prevented from having access to their support person while on our premises.

*Please Note:* If at any time an admission fee is charged at the Kawartha Downs premises, this fee shall also be applicable to a support person accompanying the person(s) with disabilities unless, in consultation with the person who has a disability, it is determined the support person is required for the purpose of health or safety then the fee or fare (if applicable) for the support person will be waived. Customers will be informed of this by a notice that will be posted at all public entrances of Kawartha Downs and on our website at [www.kawarthadowns.com](http://www.kawarthadowns.com).

### ***Notice of Temporary Disruption***

Kawartha Downs 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, its anticipated duration, and a description of alternative facilities or services if available. The notice will be placed at all public entrances and service counters on our premises.

### ***Training***

Kawartha Downs will provide accessibility training to: (a) all employees and volunteers; (b) every person

who participates in developing the organizational policies; (c) every other person who provided goods, services, or facilities on behalf of the organization.

For new hires training will be provided during the orientation process prior to commencement of duties.

Training will include the following:

- The purpose of the *Accessibility for Ontarians with Disabilities Act, 2005* and the requirements of 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 support person.
- What to do if a person with a disability is having difficulty in accessing Kawartha Downs goods and services.
- Kawartha Downs policies, practices, and procedures relating to the customer service standards.

Applicable persons will be trained on policies, practices, and procedures that affect the way goods and services are provided to people with disabilities. Training will be regularly updated when changes are made to policies, practices, and procedures.

#### ***Feedback Process***

The goal of Kawartha Downs is to meet 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.

Feedback regarding the way Kawartha Downs provides goods and services to people with disabilities can be made by email, verbally, guest comment cards or by request of the person with the disability. All feedback will be directed to the General Manager. Customers can expect to hear back within 10 business days.

#### ***Modifications to This or Other Policies***

We are committed to developing customer service policies that respect and promote the dignity and independence of people with disabilities. Therefore, this policy will be reviewed and may be amended as required on a yearly basis.

#### ***Questions About This Policy***

This policy exists to achieve service excellence to customers with disabilities. If anyone has a question about the policy, or if the purpose of a policy is not clear, an explanation should be provided by, or referred to, the General Manager of Kawartha Downs.