

Statement of Organizational Commitment

Marca College 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.

Marca College is committed to meeting its current and ongoing obligations under the Ontario Human Rights Code respecting non-discrimination.

Marca College understands that obligations under the *Accessibility for Ontarians with Disabilities Act, 2005* (ADDA) and its accessibility standards do not substitute or limit its obligations under the Ontario Human Rights Code or obligations to people with disabilities under any law.

Marca College is committed to excellence in serving and providing goods, services or facilities to all customers including people with disabilities.

Our accessible customer service policies are consistent with the principles of independence, dignity, integration, and equality of opportunity for people with disabilities.

Training

We provide educational and training resources, student records and program information in an accessible format.

In addition to training requirements on the accessibility standards and the Human Rights Code, we provide educators with accessibility awareness training related to accessible program or course delivery and instruction.

We are committed to training all staff and volunteers in accessible customer service, other Ontario's accessibility standards and aspects of the Ontario Human Rights Code that relate to persons with disabilities.

In addition, we will train:

- a) all persons who participate in developing the organization's policies; and
- b) all other persons who provide goods, services or facilities on behalf of the organization

Training of our employees and volunteers on accessibility relates to their specific roles.

Training includes:

- purpose of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the Customer Service Standards
- our policies related to the Customer Service Standards
- 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
- how to use the equipment or devices available on-site or otherwise that may help with providing goods, services or facilities to people with disabilities.
- what to do if a person with a disability is having difficulty in accessing our organization's goods, services or facilities.

We train every person as soon as practicable after being hired and provide training in respect of any changes to the policies.

We maintain records of the training provided including the dates on which the training was provided and the number of individuals to whom it was provided

Assistive Devices

People with disabilities may use their personal assistive devices when accessing our goods, services, or facilities.

In cases where the assistive device presents a significant and unavoidable health or safety concern or may not be permitted for other reasons, other measures will be used to ensure the person with a disability can access our goods, services, or facilities.

Marca College will provide a disability washing aid.

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, services or facilities.

Marca College will do an in-person demonstration on how to use the device.

Communication

We communicate with people with disabilities in ways that take into account their disability. This may include the following:

- Writing it down
- Calling ahead of time
- Speaking with a support
- Leave Detailed notes on client file for future visits

We will work with the person with a disability to determine what method of communication works for them.

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.

When we cannot easily identify that an animal is a service animal, our staff may ask a person to provide documentation (template, letter or form) from a regulated health professional that confirms the person needs the service animal for reasons relating to their disability.

A service animal can be easily identified through visual indicators, such as when it wears a harness or a vest, or when it helps the person perform certain tasks.

A regulated health professional is defined as a member of one of the following colleges:

- College of Audiologists and Speech-Language Pathologists of Ontario
- College of Chiropractors of Ontario
- College of Nurses of Ontario
- College of Occupational Therapists of Ontario
- College of Optometrists of Ontario
- College of Physicians and Surgeons of Ontario
- College of Physiotherapists of Ontario
- College of Psychologists of Ontario
- College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario

If service animals are prohibited by another, we will do the following to ensure people with disabilities can access our goods, services, or facilities:

- Explain why animal is excluded.
- Discuss with customer another way of providing goods, services, or facilities.

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.

In certain cases, Marca College might require a person with a disability to be accompanied by a support person for the health or safety reasons of:

- the person with a disability
- others on the premises

Before making a decision, Marca College will:

- consult with the person with a disability to understand their needs
- consider health or safety reasons based on available evidence
- determine if there is no other reasonable way to protect the health or safety of the person or others on the premises

Notice of Temporary Disruption

In the event of a planned or unexpected disruption to services or facilities for customers with disabilities, Marca College will notify customers promptly. This 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.

Services/Facilities include:

Hair cut, colour, perm, relaxer, updos, blow dry's, manicures, pedicures, waxing, and all related hairstyling and Medicals Esthetics services.

The notice will be made publicly available in the following ways:

Text alerts, emails, by phone, posted on our website and sign notice.

Feedback Process

Marca College welcomes feedback on how we provide accessible customer service. Customer feedback will help us identify barriers and respond to concerns.

Customers will be notified of how to provide feedback in the following ways:

- By email or meeting with Campus Director

All feedback, including complaints, will be handled in the following manner:

Emailed to our complaints department, review by Head Office, resulting will be email sent to client with follow up phone call.

Customers can expect to hear back in 1-2 business day.

Marca College will make sure our feedback process is accessible to people with disabilities by providing or arranging for accessible formats and communication supports, on request.

Notice of availability of documents

Marca College notifies the public that documents related to accessible customer service, are available upon request by posting a notice in the following location(s)/way(s):

Toronto East Location, Toronto West Location, Mississauga Location, Brampton Location and Hamilton Location.

Website posting. www.marcacollege.ca

Marca College will provide these documents in an accessible format or with communication support, on request. We will consult with the person making the request to determine the suitability of the format or communication support. We will provide the accessible format in a timely manner and, at no additional cost.

Information and Communications

we have a process for receiving and responding to feedback and the process is accessible to persons with disabilities upon request.

We 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:

- a) In a timely manner, taking into account the person's accessibility needs due to disability; and
- b) At a cost that is no more than a regular cost charges to the other persons.

We will consult with the person making the request in determining the suitability of an accessible format or communication support. If Marca College determines that information or communication are unconvertible , Marca College shall provide the requestor with :

- a) An explanation as to why the information or communications are unconvertible:
and
- b) A summary of the unconvertible information or communication

Marca College will notify the public about the availability of accessible formats and communication support by email (info@marcacollege.ca)

Marca College will also meet internationally-recognized Web content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws.

Employment

Marca College notifies employees, job applicants and the public that accommodations can be made during recruitment and hiring. Marca College notifies job applicants when they are individually selected to participate in an assessment or selection process that accommodations are available upon request. Marca College consults with the applicants and provides or arranges suitable accommodation.

Marca College notifies successful applicants of policies for accommodating employees with disabilities when making offers of employment.

Marca College notifies staff that supports are available for those with disabilities as soon as practicable after they begin their employment. Marca College provides updated information to employees whenever there is a change to existing policies on the provision of job accommodation that take into account an employee's accessibility needs due to disability.

Marca College consults with employees when arranging for provisions of suitable accommodation in a manner that takes into account the accessibility needs due to disability. We will consult with the person making the request in determining the suitability of an accessible format or communication supports specially for:

- a) Information that is needed in order to perform the employee's job: and
- b) Information that is generally available to employees in the workplace

Where needed Marca College will also provide customized emergency information to help an employee with a disability during an emergency. With the employee's consent, we will provide workplace emergency information to a designated person who is providing assistance to that employee during an emergency.

We will provide the information as soon as possible after we become aware of the need for accommodation due to the employee's disability.

We will review the individualized workplace emergency response information:

- a) When employee moves to a different location in Marca College
- b) When an employee's overall accommodations needs or plans are reviewed; and
- c) When the employer reviews its general emergency response policies.

Changes to Existing Policies

Any policies of Marca College that do not respect and promote the principles of dignity, independence, integration and equal opportunity for people with disabilities will be modified or removed.