



# Statement of Commitment, Accessibility Policies, and Multi-Year Accessibility Plan

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Revision Date: 6/1/2021

## **Accessibility Plan and Policies for Gatestone & Co. Inc.**

This accessibility plan outlines the policies and actions that Gatestone & Co. will put in place to improve opportunities for people with disabilities.

### **Statement of Commitment**

Gatestone & Co. is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

### **Accessible Emergency Information**

Gatestone & Co. is committed to providing clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

### **Training**

Gatestone & Co. will provide training to employees on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees.

A signed acknowledgement will be attained for tracking purposes.

### **Information and communications**

Gatestone & Co. is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs.

We have feedback processes in place and are committed to providing accessible formats to people with disabilities upon request.

### **Employment**

Gatestone & Co. is committed to fair and accessible employment practices. We will take the following steps to notify the public and employees that, when requested, Gatestone & Co. will accommodate people with disabilities during the recruitment and assessment processes and when people are hired.

- Add a line on all internal and external employment ads that we will accommodate people with disabilities during the recruitment and assessment processes upon being notified that an accommodation is required.

Upon return to work from leaves of absence Gatestone & Co. will continue to work with employees who have accommodation needs, and commit to ensuring that needs of employees with disabilities are taken into account.

### **For More Information**

For more information on this accessibility plan, please contact Suzanne Huether at:

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Accessible formats of this document are available upon request from Suzanne Huether.