

## **Accessibility for Ontarians with Disabilities Act (AODA) Policy**

### **Blitz Personnel**

**Effective Date: January 1<sup>st</sup>, 2024**

#### **1. Purpose**

Blitz Personnel is committed to fostering an inclusive and accessible environment for all individuals. This policy outlines our commitment to meeting the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) and ensuring equal access and opportunities for persons with disabilities.

#### **2. Scope**

This policy applies to all employees, contractors, clients, and visitors who visit Blitz Personnel and covers all aspects of our operations, including recruitment, placement, and ongoing support.

#### **3. Commitment to Accessibility**

Blitz Personnel provides services that are accessible to everyone. We will strive to ensure that our policies, practices, and procedures are consistent with the principles of dignity, independence, integration, and equal opportunity.

#### **4. Training**

We are committed to providing training to our employees on the requirements of the AODA and on the Ontario Human Rights Code as it pertains to individuals with disabilities. Training will be provided to all employees and volunteers as part of their orientation and ongoing professional development.

#### **5. Information and Communications**

We will ensure that our communication methods are accessible to people with disabilities. This includes providing information in alternative formats upon request and ensuring that our website and electronic communications comply with accessibility standards.

#### **6. Recruitment and Employment**

Blitz Personnel is committed to providing an inclusive and accessible recruitment process. We will notify job applicants, including those with disabilities, of the availability of accommodations during the recruitment process.

#### **7. Accommodations**

We will work with individuals with disabilities to provide reasonable accommodations that consider their needs and respect their dignity.

### **8. Feedback Process**

We welcome feedback on the accessibility of our services. Individuals may provide feedback by emailing: [theblitzteam@blitzpersonnel.com](mailto:theblitzteam@blitzpersonnel.com).

### **9. Accessibility Plan**

Blitz Personnel will develop, maintain, and annually update an accessibility plan outlining the steps we will take to prevent and remove barriers, and to meet the requirements under the AODA.

### **10. Compliance and Monitoring**

Blitz Personnel will regularly review and monitor our compliance with the AODA and adjust our policies and procedures as necessary.

### **Contact Information for Accessibility Inquiries:**

Blitz Personnel

905-525-2220

[Theblitzteam@blitzpersonnel.com](mailto:Theblitzteam@blitzpersonnel.com)

### **Signed:**

Nikki Kooner, Blitz Personnel

January 1<sup>st</sup>, 2024