
**ROBERTSON BUILDING SYSTEMS
POLICY & PROCEDURES**

**Subject: AODA – Notice of Temporary Disruption
Process**

Effective: 11/1/12

Purpose

Robertson Building Systems recognizes that people with disabilities may use particular facilities or services in order to access our goods and services. Robertson is committed to providing notice of temporary disruptions in those facilities or services. The purpose of this procedure is to set out the process established by Robertson to provide notice of such temporary disruptions.

Scope

This procedure applies to every person interacting with members of the public or other third parties on behalf of Robertson, whether an employee, contractor, third party or volunteer.

Definitions

Temporary Disruption – any planned or unplanned disruption in the facilities or services of Robertson that are usually used by persons with disabilities to access our goods and services.

Procedure

Robertson will provide notice of any actual, or anticipated future, temporary disruption in its facilities or services. Such notice will include the following information:

- Reason for the temporary disruption;
- Anticipated duration;
- Description of alternate facilities or services, if available, and;
- Contact information.

In the case of an unplanned temporary disruption, the notice will be placed at all public entrances as well as in the reception area as soon as possible. Depending on the duration of the temporary disruption, Robertson may also post the notice on its accessibility webpage (www.robertsonbuildings.com).

In the case of a planned temporary disruption, the notice will be placed at all public entrances as well as in the reception area. If possible the temporary disruption will be posted on our accessibility webpage as well (www.robertsonbuildings.com). The notice will be posted with sufficient time to inform customers of the temporary disruption.

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Depending upon the type of duration of temporary disruption, Robertson may elect to also provide information about the temporary disruption on its voicemail system, and/or contact any persons with disabilities know to Robertson who are likely to be affected by that specific temporary disruption (e.g. those with scheduled meetings at Robertson on the day of the temporary disruption).