

## UNIFORM EXPRESS ACCESSIBILITY POLICY

<b>Policy Title – Accessibility Policy</b>
<b>Date – 09. 04. 2021</b>
<b>Issue Number 1.3</b>
<b>Amended by – Karen Dodd – Financial Controller</b>
<b>Reason for Amendment – Additional Information</b>
<b>Authorised by – Anthony Beavis – Joint MD</b>
<b>Signature -</b> 

### Introduction

Uniform Express's accessibility policy provides a framework of the company's provisions for people with disabilities. The company wishes to make its premises, services, products and equipment available to all people respecting their individual needs, dignity, independence, integration and equal opportunity.

### 1. Scope

This policy applies to all prospective or current employees of the company, as well as contractors and visitors, who possess a disability of any kind that restricts them in various ways from fully utilising the company's facilities or services.

### 2. Policy

Uniform Express has undertaken actions on its premises to accommodate for people with disabilities and be able to utilise the facilities the company has to offer. 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.

#### 2.1. Assistive Devices

We are dedicated to serving people with disabilities who use assistive devices to obtain, use or benefit from our goods and services. We will ensure that our staff are trained and familiar with various assistive devices that may be used by anyone visiting our premises with disabilities while accessing our facilities.

#### 2.2. 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. In the event that a service animal is prohibited by law from the premises, we will ensure that alternative measures are available to enable the person with a disability to obtain, use or benefit from our services

### **2.3. 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.

### **2.4 Communication**

Uniform Express is committed to meeting the communication needs of people with disabilities. We will communicate with people with disabilities with sensitivity and in ways that take into account their disability to provide information in an accessible format.

### **2.5 Notice of temporary disruption**

In the occurrence of planned or unexpected disruption to the services or facilities, Uniform Express will notify individuals promptly.

### **2.6. Training**

Uniform Express will provide training to its employees based on how to interact and communicate with people with various disabilities. The training will include how to support individuals who require assistance with their service animal or assistive device.

### **2.7 Feedback Process**

Uniform Express appreciates feedback regarding the delivery of our service to people with disabilities. Feedback can be provided via in person, telephone, email or in writing which will then be reviewed and responded in a timely manner for possible actions that can be undertaken to improve our services.