

# OUR COMMITMENT TO ACCESSIBILITY

ALTERNA IS  
COMMITTED TO  
EXCELLENCE IN  
SERVING ALL OUR  
MEMBERS AND  
CLIENTS, INCLUDING PEOPLE  
WITH DISABILITIES.

IF YOU HAVE A DISABILITY,  
YOU MAY HAVE CERTAIN  
REQUIREMENTS THAT HELP  
YOU DO BUSINESS WITH US.  
HERE ARE SOME OF THE WAYS  
WE'RE DOING OUR BEST TO  
ACCOMMODATE YOUR NEEDS.

## ASSISTIVE DEVICES

We will ensure that our staff are trained and familiar with various assistive devices that may be used to access our products and services.

## COMMUNICATION

We'll communicate with you in a way that takes into account your disability. If you require a special service, please speak with us to make arrangements for us to accommodate your specific needs on your next visit.

## SERVICE ANIMALS

If you use a service animal, they are welcome in Alterna's publicly accessible areas.

## SUPPORT PERSONS

Support persons are welcome to accompany you free-of-charge. Please note that we may require support workers to sign a confidentiality agreement to protect your information.

## NOTICE OF TEMPORARY DISRUPTION

Should a planned or unexpected service disruption occur, we'll notify you promptly by posting notices at the location where the disruption has occurred, as well as on our website and/or telephone banking automated attendant.

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.

## TRAINING FOR STAFF

Alterna will provide training to all new employees within 6 months of being hired. Training will be refreshed annually for our branch staff, as well as personnel responsible for developing our policies and procedures. Consultants, agents and other parties contracted by Alterna will receive training on an as-needed basis, depending on their area of business.

## OUR ACCESSIBILITY TRAINING WILL INCLUDE:

- An overview of the purpose of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the Customer Service Standard
- Alterna's plan related to the Customer Service Standard
- How to interact 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 support person
- What to do if a person with a disability is having difficulty in accessing Alterna's products and services

Staff will also be trained when changes are made to our plan.



## FEEDBACK PROCESS

If you'd like to provide feedback on Alterna's products, services and accessibility, you may contact an Alterna branch representative, speak with our Contact Centre by calling one of our telephone numbers, or visit our Accessibility page at [alterna.ca](http://alterna.ca).



## ALTERNATELY, YOU CAN WRITE TO US AT:

ALTERNA SOLUTIONS OFFICER  
319 McRae Avenue; Unit #1  
Ottawa, ON K1Z 0B9

Complaints will be addressed according to our organization's regular Complaint Resolution Process.



## MODIFICATIONS TO THIS OR OTHER POLICIES

Any policy of Alterna that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

## PROUD TO OFFER CO-OPERATIVE BANKING

At Alterna, co-operative banking means offering everything you need to manage and achieve your financial goals. It means profits have a higher purpose because they're returned to you in the form of great rates, better service, and giving back to the communities where you live and work.

## CARING FOR OUR COMMUNITY

At Alterna, approximately 85 cents of every dollar is reinvested back into our local communities through loans, partnerships with non-profit organizations, sponsorship of community events and grants. We're investing in the economic development of our communities through our micro-finance program, and our unique community account offering. As an Imagine Canada Caring Company, Alterna Savings proudly makes a 1% contribution of our pre-tax profits to the communities we serve.

## YOUR NEEDS COME FIRST

We believe that profits should benefit the people we're here to serve. In other words, co-operative banking at Alterna puts you first!

## WHY? BECAUSE LIKE YOU, WE LIVE AND WORK RIGHT HERE

We're your neighbours. And whether you have a little money or a lot, we can always help you find a smarter way to make your money work for you.

## CONTACT US

CALL US	1.866.560.0120
VISIT US	<a href="http://alterna.ca">alterna.ca</a>   <a href="http://alternabank.ca">alternabank.ca</a>
ALTERNA SAVINGS	<a href="mailto:getintouch@alterna.ca">getintouch@alterna.ca</a>
ALTERNA BANK	<a href="mailto:questions@alterna.ca">questions@alterna.ca</a>

Alterna refers to Alterna Savings and Credit Union Limited ("Alterna Savings") and its wholly owned subsidiary CS Alterna Bank ("Alterna Bank"). Together, Alterna Savings and Alterna Bank form the Alterna Financial Group.



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alterna  
savings