Accessible Format and Communication Support Request Form (AODA) – Ontario

Howick Mutual provides accessible formats and communication supports upon request. Please provide the following information to initiate a request. This information will be used solely for the purpose of coordinating and providing the accessible format or communication support.

Requests should be submitted to Human Resources by one of the following methods:

Phone: 1-519-912-1030
E-mail: hr@howickmutual.com
Mail: 40592 Amberley Road, RR 4, Wingham ON N0G 2W0

The company will respond in a timely manner. Thank you for your request.

Date of request: _____

Name: _____

Address: _____

Phone number: _____

E-mail: _____

Document or information requested:
_____
_____
_____
_____

Do you require an accessible format?

□Yes
□No

Accessible format requested:

□Recorded audio
□Electronic format
□Large print
□High contrast
□Other. Please specify: _____

Do you require a communication support?

□Yes
□No

Communication support requested:

□Plain language
□Other. Please specify: _____

Is this information required by a specific date?

□Yes. Please specify: _____
□No

Additional comments
_____
_____
_____