

Notice of Temporary Disruption

Procedure

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

- Reason for the temporary disruption;
- Anticipated duration of the temporary disruption;
- Description of alternate facilities or services, if available; and
- Contact information.
- In the case of an unplanned temporary disruption, the notice will be posted at no less than one conspicuous place at the physical location of the temporary disruption as soon as practicable. Depending on the duration of the temporary disruption, Siskinds may also post the notice to its accessibility webpage (www.siskinds.com/accessibility).
- In the case of a planned temporary disruption, Siskinds will post the notice prior to the temporary disruption at no less than one conspicuous place at the physical location of the temporary disruption and on its accessibility webpage www.siskinds.com/accessibility. The notice will be posted with sufficient time to inform clients of the temporary disruption.
- Depending upon the type and duration of temporary disruption, Siskinds may elect to also provide information about the temporary disruption on its voicemail system, and/or contact any persons with disabilities known to Siskinds who are likely to be detrimentally affected by that specific temporary disruption (e.g. those with scheduled meetings at Siskinds on the day of the temporary disruption).