



BRANKSOME HALL

Integrated Accessibility Standards Regulation Policy Statement

PURPOSE

Branksome Hall is committed to meeting the accessibility needs of people with disabilities in a timely manner. In that regard, the School has established an accessibility policy to meet its obligations under Regulation 191/11, "Integrated Accessibility Standards" ("Regulation") under the *Accessibility for Ontarians with Disabilities Act, 2005*.

The School's vision for accessibility is that people with disabilities, visible or invisible, are given the same opportunity as others to obtain and benefit from services offered by the School. The School's goal is to make reasonable efforts to provide services in such a way that the key principles of independence, dignity, integration and equality of opportunity for persons with disabilities are respected.

DEFINITIONS

Below is a list of definitions in alphabetical order used in this policy, as set out in the IASR:

Accessible Formats may include, but are not limited to, large print, recorded audio and electronic formats, Braille and other formats usable by persons with disabilities.

Communications means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent or received.

Communication Supports may include, but are not limited to, captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

Information includes data, facts and knowledge that exists in any format, including text, audio, digital or images, and that conveys meaning.

Unconvertible means if it is not technically feasible to convert the information or communications. It also means if the technology to convert the information or communications is not readily available.

MULTI-YEAR ACCESSIBILITY PLAN

Branksome Hall's Multi-Year Accessibility Plan outlines a phased-in strategy to prevent and remove barriers and meet its requirements under the IASR. Branksome Hall will post the plan on the Branksome Hall's website and will provide it in an accessible format upon request. The plan will be reviewed and updated at least once every five years.

TRAINING

By January 1, 2016, Branksome Hall will ensure that training is provided to all employees, and volunteers, and all persons who participate in developing Branksome Hall's policies, on the requirements of the accessibility standards referred to in the IASR and on the *Human Rights Code* as it pertains to persons with disabilities. Training will be provided as soon as practicable. If any changes are made to this policy or the requirements, training will be provided to include those changes. Branksome Hall shall maintain a record of the dates when

training was provided and the number of individuals to whom it was provided. Branksome Hall shall ensure that others that provide goods, services or facilities on behalf of the school have had training.

INFORMATION AND COMMUNICATIONS STANDARD

Feedback Processes

Branksome Hall will ensure that its processes for receiving and responding to feedback are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and with communication supports upon request. Branksome Hall will notify the public about the availability of accessible formats and communication supports.

Accessible Formats and Communication Supports

By January 1, 2016, Branksome Hall will, upon request, provide or arrange for accessible formats and communication supports for persons with disabilities as follows:

- In a timely manner that takes into account the person's accessibility needs due to a disability;
- At a cost that is no more than the regular cost charged to other persons;
- Consult with the person making the request and determine suitability of an accessible format or communication support;
- Notify the public about the availability of accessible formats and communication supports.

Unconvertible Information or Communications

If Branksome Hall determines that information or communications are unconvertible, Branksome Hall will provide the person requesting the information or communication with,

- a. an explanation as to why the information or communications are unconvertible; and
- b. a summary of the unconvertible information or communications.

Information or communications are unconvertible if,

- a. it is not technically feasible to convert the information or communications; or
- b. the technology to convert the information or communications is not readily available.

Emergency Information

If Branksome Hall prepares emergency procedures, plans or public safety information and makes the information available to the public, Branksome Hall will provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

Website Accessibility

Where practicable, by January 1, 2014 Branksome Hall will make any new internet website and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 initially at Level A and increasing to Level AA. By January 1, 2021 all internet website and web content backdated to 2012 will conform with WCAG 2.0 Level AA.

Educational and Training Resources and Materials

By January 1, 2016, if notification of need is given, Branksome Hall will provide educational or training resources or materials in an accessible format that takes into account the accessibility needs of the person with a disability to whom the materials are being provided by:

- Procuring through purchase or obtaining by other means an accessible or conversion ready electronic format, where available, or
- Arrange for the provision of a comparable resource in an accessible or conversion ready electronic format, if educational or training resources or materials cannot be procured.

We shall provide student records and information on program requirements, availability and descriptions in an accessible format to persons with disabilities.

Training to Educators

Branksome Hall shall provide educators (those involved in program or course design delivery and instruction) with accessibility awareness training related to accessible program course delivery and instruction. Branksome Hall will keep a record of training, including dates will be provided and the number of individuals to whom it is provided.

Libraries of Branksome Hall

By the dates set out in the IASR, the libraries of Branksome Hall will provide, procure, or acquire by other means an accessible or conversion ready format of print, digital or multimedia resources or materials for a person with a disability, upon request. Exception from the above requirements will be special collections, archival materials, rare books and donations.

EMPLOYMENT STANDARD

Branksome Hall will comply with the requirements of the Employment Standards in the IASR by January 1, 2016. The Employment Standards apply in respect of employees, and not volunteers or other non-paid individuals. For further details, you may also refer to Branksome Hall's 2013-2018 Multi-Year Accessibility Plan.

Recruitment

Branksome Hall will notify employees and the public about the availability of accommodations for applicants and employees, as the case may be with disabilities as follows:

- In its recruitment processes;
- During the recruitment process, when job applicants are individually selected to participate in an assessment or selection process;
- If a selected applicant requests an accommodation, Branksome Hall will consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability;
- When making offers of employment to a successful applicant.

Employee Notification

Branksome Hall shall inform its employees of its policies used to support its employees with disabilities, including but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability. Such information will be provided as follows:

- To new employees as soon as practicable after they begin their employment;

- To existing employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability.

Accessible Formats and Communication Supports

Upon request by an employee with a disability, Branksome Hall will consult with the employee to provide or arrange for the provision of accessible formats and communication supports for:

- Information that is needed in order to perform the employee's job; and
- Information that is generally available to employees in the workplace.

Branksome Hall will consult with the employee making the request in determining the suitability of an accessible format or communication support.

Individual Accommodation Plan (IAP)

Branksome Hall will develop and have in place a written process for developing a documented individual accommodation plan for employees with a disability. The process will include the following elements:

1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.
2. The means by which the employee is assessed on an individual basis.
3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to assist the employer in determining if accommodation can be achieved and, if so, how accommodation can be achieved.
4. The manner in which the employee can request the participation of another representative from the workplace, in the development of the accommodation plan.
5. The steps taken to protect the privacy of the employee's personal information.
6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.
7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.
8. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.

Return to Work

Branksome Hall will have in place a return to work process for employees who have been absent from work due to a disability and require disability-related accommodation in order to return to work. Such processes shall be documented and must outline the steps that Branksome Hall will take to facilitate the return to work and include an individual accommodation plan.

Performance Management, Career Development and Advancement

Branksome Hall will take into account the accommodation needs and/or individual accommodation plans of employees for the two (2) points below when:

- Using performance management processes;
- Providing career development and advancement information.

Workplace Emergency Response Information

Branksome Hall shall provide individualized workplace emergency response information to employees who have a disability as per the following four (4) points below:

- If the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability;
- If the employee who receives an individual workplace emergency response information requires assistance and with the employee's consent, Branksome Hall shall provide the workplace emergency information to the person designated by Branksome Hall to provide assistance to the employee;
- As soon as practicable after becoming aware of the need for accommodation due to the employee's disability;
- Review the individualized workplace emergency response information when the employee moves to a different location in the school, when overall accommodations needs or plans are reviewed and when the employer reviews its general emergency response policies.