

University Students' Council's

# Multi-Year Accessibility Plan 2014-2021



Prepared in accordance with the

**Accessibility for Ontarians with Disabilities Act**



## **Goals 2015 – 20121**

### **2015:**

By 2015, The University Students' Council will focus on continued training, procurement, and recruitment process.

### **2016:**

By 2016. The University Students' Council will re-evaluate existing policies and practices regarding accessible formats and communication supports as well as processes to accommodate employees.

### **2021:**

By 2021, the University Students' Council will ensure that all websites and content conform with WCAG 2.0, Level AA

## **Accessibility Plan and Policies for the University Students' Council**

This 2014-21 accessibility plan outlines the policies and actions that the University Students' Council will put in place and maintain to improve opportunities for people with disabilities. This plan will be available online and in alternative formats as necessary. This plan will be reviewed and updated at least once every five years. The University Students' Council is committed to making accessibility an integral part of its strategic planning, operational processes, policies and procedures, and training.

### **Statement of Commitment**

The University Students' Council is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner and providing services, employment, and programs in a manner that respects the dignity and independence of persons with disabilities. We commit to identifying, removing, and preventing barriers to accessibility. We comply with requirements under the Accessibility for Ontarians with Disabilities Act and applicable human rights legislation.

### **Accessible Emergency Information**

The University Students' Council is committed to providing its customers with publicly available emergency information in an accessible way upon request. An alternative emergency response preparedness plan will be completed, and updated as required, for each employee with a disability for whom the Corporation is aware an individualized plan is necessary.

Emergency and evacuation procedures that take into account AODA standards and other safety and fire regulations are publicly available on Western University's website. These are the procedures that the University Students' Council adheres to as part of the Western community.

## Training

The University Students' Council will provide training to its employees and volunteers on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of the employees and volunteers.

The University Students' Council will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessibility laws by **January 1, 2015**:

- All new employees will be given accessibility training as part of the Human Resources Orientation training that they receive upon hire.
- All current and returning employees will be given accessibility training as part of the Human Resources refresher training that takes place each year.

## Kiosks and Service Counters

The University Students' Council will have regard to accessibility for persons with disabilities when designing, procuring, or acquiring kiosks for its operations. Where the Corporation constructs or redevelops services counters, at least one will accommodate mobility aids in respect to countertop height, knee clearance, and clear floor space. For more information on kiosks and service counters, please contact Jeff Armour at:

- Phone: 519-661-2111 Ext. 82196
- [jarmour@uwo.ca](mailto:jarmour@uwo.ca)

## Information and Communications

The University Students' Council is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs.

The University Students' Council will ensure that the necessary processes and steps are taken within the following timelines:

**January 1, 2014** – ensure that all new websites and content on those sites conform with WCAG 2.0, Level A

**January 1, 2015** – ensure existing feedback processes are provided in accessible formats to people with disabilities upon request

**January 1, 2016** – ensure that all publicly available information is made accessible upon request. The USC will consult with the person making the request in determining the suitability of an accessible format or communication support

**January 1, 2021** – ensure that all websites and content conform with WCAG 2.0, Level AA

For more information on information and communications, please contact Geoff Pimlatt at:

- Phone: 519-661-2111 Ext. 85888
- gapimlat@uwo.ca

## Employment

The University Students' Council is committed to fair and accessible employment practices.

By **January 1, 2016**, accessibility will be integrated into the University Students' Council employment-related practices as follows:

i. Recruitment

- The Corporation will notify all internal and external job applicants, in job postings and when inviting an applicant to an interview, that accommodation is available upon request. When arranging the accommodation, the Corporation will consult with the job applicant to determine their specific accessibility needs.
- When an offer of employment is made, the Corporation will notify the successful applicant of its policies for accommodating employees with disabilities.

ii. Workplace

- The Corporation will inform its employees of its policies relating to accessibility for employees with disabilities, including during orientation and on-boarding.
- In response to an employee request, the Corporation will, in consultation with the employee, provide or arrange for the provision of accessible formats and communication support for information that is required in order for the employee to perform his/her job, and access information that is generally available to employees in the workplace.
- The Corporation will develop written individual accommodation plans for employees with disabilities.

iii. Return to Work from Disability-Related Leave

- The Corporation will develop and maintain a documented return to work procedure for employees who have been absent from work due to a disability and require accommodation in order to return to work according to the Corporation's Early and Safe Return to Work Policy.

iv. Performance Management and Career Development

- The Corporation will take the accessibility needs of employees with disabilities and individual accommodation plans into account in all performance management and career development processes.

v. Redeployment

- Where the Corporation redeploys an employee with a disability, the employee's accessibility needs and individual accommodation plan will be taken into account, so that the employee's accommodation needs are met.

## **Design of Public Spaces**

The University Student Council is located on the campus of Western University and therefore any building or major modifications to public spaces on campus fall under Western's purview. All outdoor spaces including parking areas, exterior paths of travel, and outdoor eating areas are also under the purview of Western University.

The University Students' Council is committed to ensuring that any upgrading, updating, or retrofitting of space within its purview is done according to the AODA Built Environment Standard.

In the event of a service disruption in an area under the purview of the University Students Council, we will notify the public of the service disruption and alternatives available through:

- The University Students' Council website
- Posted information at the area of disruption

For more information on the design of public spaces, please contact Jeff Armour at:

- Phone: 519-661-2111 Ext. 82196
- [jarmour@uwo.ca](mailto:jarmour@uwo.ca)

## **For More Information**

For more information on this accessibility plan, please contact Karla Pacheco at:

- Phone: 519-661-2111 Ext. 80371
- [karla.pacheco@uwo.ca](mailto:karla.pacheco@uwo.ca)

Accessible formats of this document are available free upon request from: Karla Pacheco