Accessibility

Policy # 105	**Date of Issue: 11/2/2017**
Approved By: Ivey Human Resources	**Review/Revision Date: 11/2/2031** *Policies and guidelines may be reviewed periodically and updated as deemed necessary.*

STATEMENT OF COMMITMENT

Ivey Business School Foundation ("Foundation") is committed to meeting the accessibility needs of people with disabilities in a manner that respects their dignity, independence, integration, and equal opportunity. The Foundation will identify, remove, and prevent barriers to accessibility and will comply with the Accessibility for Ontarians with Disabilities Act, 2005, the Integrated Accessibility Standards Regulation, and all other applicable Ontario accessibility and human rights requirements.

SCOPE

This policy applies to the Foundation's goods, services, facilities, employees, volunteers, contractors, and others who provide goods, services, or facilities on behalf of the Foundation.

POLICY

Public Availability of Policy

This accessibility policy is publicly available. Upon request, the Foundation will provide this policy and related accessibility information in an accessible format.

Accessible Information and Communication

The Foundation will provide information and communications in accessible formats or with communication supports on request, in a timely manner, and at no extra charge.

Website Accessibility

The Foundation is committed to ensuring that its public website and web content conform to the accessibility requirements of the Accessibility for Ontarians with Disabilities Act, 2005, including applicable Web Content Accessibility Guidelines (WCAG) standards.

Self-Service Kiosks

The Foundation does not currently use self-service kiosks in the delivery of its services. If kiosks are considered in the future, accessibility requirements will be taken into account during procurement and implementation.

Multi-Year Accessibility Plan

The Foundation will maintain a written multi-year accessibility plan that will outline the steps it will take to prevent and remove barriers to accessibility and to meet its accessibility requirements. The multi-year accessibility plan will be posted on the Foundation's website, will be available in an accessible format on request, and will be reviewed and updated at least once every five years.

Accessible Customer Service

The Foundation will provide goods and services in a way that respects the dignity and independence of people with disabilities. The Foundation will make reasonable efforts to ensure that its policies, practices, and procedures are consistent with the principles of dignity, independence, integration, and equal opportunity.

Assistive Devices

People with disabilities are welcome to use their personal assistive devices when accessing the Foundation's goods, services, or facilities.

Service Animals

People with disabilities accompanied by a service animal are welcome in areas of the Foundation's premises that are open to the public, unless the animal is otherwise excluded by law. If a service animal is excluded by law, the Foundation will explain the reason and will work with the individual to find another way to provide access to the goods, services, or facilities.

Support Persons

People with disabilities accompanied by a support person are welcome to enter the Foundation's premises with their support person. The Foundation will not prevent access to a support person, subject to any legal or safety requirement that may apply.

Temporary Disruptions to Service

The Foundation will provide notice of planned or unexpected disruptions affecting facilities or services used by people with disabilities. Notices will include the reason for the disruption, the anticipated duration, and any alternative facilities or services, if available. Notice will be posted

in conspicuous locations and may also be communicated by email or other appropriate methods.

Employment Accessibility

The Foundation will notify employees, job applicants, and the public that accommodations are available during recruitment and hiring. Applicants selected to participate in an assessment or selection process will be informed that accommodations are available upon request, and the Foundation will consult with the applicant to provide appropriate accommodation.

Successful applicants will be informed of the Foundation's policies for accommodating employees with disabilities. Employees will also be informed of available workplace supports as soon as practicable after commencing employment.

Upon request, the Foundation will provide accessible formats, and communication supports for information needed to perform job duties and for information generally available to employees in the workplace.

Where needed, the Foundation will provide individualized workplace emergency response information and, with the employee's consent, may share that information with a designated person providing assistance. The Foundation will review this information when the employee's location changes, when accommodation plans are reviewed, and when general emergency procedures are updated.

The Foundation has written processes for individual accommodation plans and return-to-work accommodations for employees with disabilities, and will consider accessibility needs in performance management, career development, and redeployment processes.

Training

The Foundation will provide accessibility training to employees, volunteers, contractors, and others who provide goods, services, or facilities on its behalf.

Training will cover the Ontario Human Rights Code as it relates to people with disabilities, the accessibility standards that apply to the Foundation, and the requirements of this policy and any related procedures.

Training will be provided as soon as practicable and on an ongoing basis when changes are made to this policy or related procedures. The Foundation will keep written records of training, including the dates training was provided and the number of people trained.

Feedback Process

The Foundation welcomes feedback regarding the way it provides goods and services to people with disabilities. Feedback about accessibility may be directed first to the relevant unit or department, or to Ivey Human Resources at hr@ivey.ca. Please include your name, affiliation, contact information, and a brief summary of your feedback. The Foundation will review all feedback and respond as appropriate. Accessible formats and communication supports are available on request.

Compliance Reporting

The Foundation will ensure that any required accessibility compliance report is filed by the applicable deadline.

Review and Updates

The Foundation will review this policy regularly and update it as needed to reflect changes in accessibility requirements, organizational practices, or related procedures.

Contact

For inquiries about this policy or to request a copy in an accessible format, please contact Ivey Human Resources at hr@ivey.ca.