



Laurentian University's Students' General Association
Association Générale des Étudiant(e)s de l'Université Laurentienne

ACCESSIBILITY POLICY

Category:	Human Resources
Administered by:	Chief Operating Officer (COO)
Date Ratified:	May 2023
Next Review:	May 2024
Review History:	

1. PURPOSE

- 1.1 This policy reflects the SGA/AGÉ's commitment to providing goods, services and facilities that are accessible for members, staff, directors and members of the public who come into contact with the organization.
- 1.2 The SGA/AGÉ is committed to meet or exceed its current and ongoing obligations under the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA) or any other Law regarding people with disabilities.
- 1.3 It is the responsibility of all staff, and in particular management, to report accessibility issues and to develop, implement and enforce standards that respect the principles of dignity, independence, integration and equal opportunities for all individuals.

2. SCOPE

- 2.1 This policy applies to everyone in contact with the SGA/AGÉ.
- 2.2 The SGA/AGÉ requires its employees and members to act in accordance with this policy while engaged in meeting duties owed to the SGA/AGÉ and/or acting on behalf of or representing the SGA/AGÉ.
- 2.3 This policy is not intended to be applied to general student-to-student or student-to-University contact within Laurentian University or within the SGA/AGÉ.
- 2.4 During SGA/AGÉ events or within SGA/AGÉ operations where student-to-student contact takes place, refer to university procedures (i.e. calling campus accessibility services) if needed.

3. DEFINITIONS

- 3.1 **Barrier** - Anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including physical, architectural, information or communications, attitudinal and technological barriers, a policy or a practice.
- 3.2 **Disability** - "disability" is defined as follows:
 - any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impairment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
 - a condition of mental impairment or a developmental disability,
 - a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;

- a mental disorder; or
 - an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.
- 3.3 **Service animal** - working animals that have been trained to perform tasks that assist disabled people.
- 3.4 **Member** - Includes executives, hired staff, members of the Board of Directors, volunteers, and SGA/AGÉ agents or representatives. Individual members of SGA/AGÉ ratified clubs are governed by the Laurentian University of Sudbury Code of Student Conduct (Non-Academic), the Laurentian University of Sudbury Respectful Workplace and Learning Environment, and the Laurentian University of Sudbury Response and Prevention of Sexual Violence Policy.
- 3.5 **Support person** - any person whether a paid professional, volunteer, family member or friend who accompanies a person with a disability in order to help with communications, mobility, personal care or medical needs or with access to goods or services.
- 3.6 **Prohibited grounds of discrimination** - Includes but is not limited to race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex (including gender identity), age, marital status, same-sex partnership status, record of offenses, sexual orientation, family status, and handicap.
- 3.7 **Assistive devices and technology** - those whose primary purpose is to maintain or improve an individual's functioning and independence to facilitate participation and to enhance overall well-being. Examples of assistive devices and technologies include wheelchairs, prostheses, hearing aids, visual aids, and specialized computer software and hardware that increase mobility, hearing, vision, or communication capacities.

4. ADMINISTRATION

- 4.1 The Chief Operating Officer (COO) and the Health and Safety Representatives are responsible for administering the provisions of this policy in conjunction with the SGA/AGÉ Employee Policy and Procedures Manual. In the event the COO is conflicted, the Chairperson of the Board of Directors shall be responsible for administering the policy.

5. EXPECTATIONS AND RESPONSIBILITIES

- 5.1 The SGA/AGÉ shall:
- 5.1.1 Not discriminate against customers, co-workers, collaborators, third-parties or any person who has a disability.
 - 5.1.2 Communicate with people with disabilities in ways that consider their disability, this may include writing, speaking or using the technology (images, translators, videos).

- 5.1.3 Allow people to use their personal assistive devices when accessing our goods, services or facilities. In cases where the assistive device presents a significant and unavoidable health or safety concern or may not be permitted for other reasons, other measures will be used to ensure the person with a disability can access our goods, services or facilities.
- 5.1.4 Welcome people with disabilities and their service animals. Service animals are allowed on the parts of the premises that are open to the public. When a service animal can't be easily identified, proper documentation may be requested (template, letter or form) from a regulated health professional that confirms the person needs the service animal for reasons relating to their disability.
- 5.1.5 Welcome a support person when accompanying someone with a disability on the SGA/AGÉ premises.
- 5.1.6 In the event of a planned or unexpected disruption to services or facilities for patrons with disabilities the SGA/AGÉ will notify them promptly. This notice will include information about the reason for the disruption, its anticipated
- 5.1.7 length of time, and a description of alternative facilities or services, if available.

5.2 Employees and members of the SGA/AGÉ shall:

- 5.2.1 Adhere to the provisions of this policy;
- 5.2.2 Ensure that all projects and events that they supervise and have control over remain accessible to everyone despite their disability;
- 5.2.3 Report any accessibility barriers to their Director/Supervisor immediately;
- 5.2.4 Not ignore or deny service to a person with disabilities and accommodate their needs to the extent of their capabilities.

5.3 SGA/AGÉ Directors, Managers, and Supervisors shall:

- 5.3.1 Not deny work to volunteer or employment candidates based on a disability;
- 5.3.2 Report any accessibility concerns to the Senior Manager of Operations as soon as possible;
- 5.3.3 Maintain the confidentiality of the individuals concerned;
- 5.3.4 Work with the Senior Manager of Operations to make plans to address the issues;
- 5.3.5 Communicate to Campus Facilities any accessibility issues regarding the building structure and work with the University in order to fix them.

6. COMMUNICATION

- 6.1 This policy will be explained as needed to workers through orientation health & safety training or task-specific training and posted in the workplace as required.

6.2 All members must be trained on this policy.

7. EVALUATION

7.1 This policy will be reviewed annually by the President and COO.

7.2 Any changes to this policy will be ratified by the Board of Directors.