

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 5.16
Section:	Health and Safety	Issued:	March. 1, 2016
Subject:	Integrated Accessibility Standards Policy	Updated:	July 1, 2021
Issue to:	All Manual Holders	Page:	1 of 2

The following policy has been developed by The National Ballet of Canada (“the company”) to govern the provision of services with respect to the “Integrated Accessibility Standards” (“Regulation”) under the *Accessibility for Ontarians with Disabilities Act, 2005*.

These standards are intended to break down barriers and increase accessibility for persons with disabilities in the areas of information and communications and employment.

The company will develop, implement and maintain these policies in order to achieve accessibility through meeting our requirements as outlined in this policy, our Accessible Customer Service Policy and the *Accessibility for Ontarians with Disability Act, 2005*.

Statement of Commitment

The National Ballet of Canada is committed to providing a barrier-free environment for all persons including patrons/customers, employees, contractors, job applicants, volunteers, suppliers, and any visitors who may enter our premises, access our information, or use our services. As an organization, we will meet and support the needs of persons with disabilities in a timely manner, and as set forth in *the Accessibility for Ontarians with Disabilities Act (2005)* and all associated standards and regulations. The National Ballet of Canada will strive to ensure that all policies, practices, and procedures are consistent with the core principles outlined in the Act. .

This policy will be implemented in accordance with the time frames established by the Regulation. Please refer to the Multi-Year Accessibility Plan for implementation time frames.

Multi-Year Accessibility Plan

The company will maintain and document a Multi-Year Accessibility Plan (“Accessibility Plan”) outlining the organization’s strategy to prevent and remove barriers from its workplace and to improve opportunities for persons with disabilities.

The Accessibility Plan will be reviewed and updated at least once every five years and will be posted on the company’s website. Upon request, the company will provide a copy of the Accessibility Plan in an accessible format.

Training

The company will ensure that training is provided on the requirements of the accessibility standards referred to in the Regulation and continue to provide training on the *Human Rights Code* as it pertains to persons with disabilities, to:

- All its employees and volunteers
- All persons who participate in developing the company’s policies; and
- All other persons who provide goods, services or facilities on behalf of the company

The training will be appropriate to the duties of the employees, volunteers and other persons. Employees will be trained when changes are made to the accessibility policy. New employees will be trained upon commencement of their employment with The National Ballet of Canada. The company will also maintain a record of the training it provides.

Information and Communication

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Issue to:	All Manual Holders	Page:	2 of 2

The company will continue to ensure that our existing feedback processes are accessible to persons with disabilities. Upon request, we will provide information and communication materials in accessible formats or with communication supports. The company will consult with the person making the request in determining the suitability of an accessible format or communication support. The company will also notify the public about the availability of accessible formats and communication supports.

The company will ensure that its website and content conform to the World Wide Web Consortium Accessibility Guidelines (WCAG) 2.0, at Level AA except where this is impracticable.

Employment

The company will notify the public, staff and potential hires that, when requested, we will accommodate disabilities during the recruitment, assessment, selection and hiring process. This will include consulting with the selected applicants or employees on the suitable accommodation in a manner that takes into account the accessibility needs.

We will notify staff that supports are available for those with disabilities and upon commencement of employment, we will inform our new hires of our policies used to support employees with disabilities.

The company will put in place a process to develop individual accommodation plans for employees. The company will also consult with the employees with respect to arrangements for accessible formats and communication supports.

If needed, we will provide customized workplace emergency response information to help employees who have a disability, if the disability is such that the individualized information is necessary and if the company is aware of the need for accommodation.

The company will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement to employees, or when redeploying employees.

For More Information

This policy has been developed to break down barriers and increase accessibility for persons with disabilities in the areas of information and communications and employment. For more information on this policy, please contact Human Resources.
