

Information and Communication Policy

Intent

This policy is intended to meet the requirements of the Integrated Accessibility Standards, Ontario Regulation 191/11 for the Information and Communications Standard set forth under the Accessibility for Ontarians with Disabilities Act, 2005. This policy applies to the provision of information and communications services and materials for people with disabilities.

All information and communications materials and services provided by CANES Community Care ("CANES") shall follow the principles of dignity, independence, integration and equal opportunity.

Definitions

Accessible Formats – Include but are not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

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

Conversion Ready – An electronic or digital format that facilitates conversion into an acceptable format.

General Principles

In accordance with the Integrated Accessibility Standards, Ontario Regulation 191/11, this policy addresses the following:

- A. General Requirements
- B. Feedback Process
- C. Accessible Formats and Communication Supports
- D. Accessible Websites and Web Content
- E. Exceptions
- F. Review

A. General Requirements

General requirements that apply across all of the four (4) standards: Information and Communications, Employment, Transportation and Design of Public Spaces, are outlined as follows.

Establishment of Accessibility Policies and Plans

CANES will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.

CANES will include a statement of its commitment to meeting the accessibility needs of persons with disabilities in a timely manner in its policies. These documents will be made publicly available in an accessible format, upon request.

CANES will establish, implement, maintain and document a multi-year accessibility plan outlining its strategy to prevent and remove barriers and meet its requirements under the IASR.

Training Requirements

CANES will provide training for its employees and volunteers regarding the IASR and the Ontario Human Rights Code as they pertain to individuals with disabilities. Training will also be provided to individuals who are responsible for developing CANES policies, and all other persons who provide goods, services or facilities on behalf of CANES.

Training will be provided as soon as is reasonably practicable, but no later than January 1, 2015. Training will be provided on an ongoing basis to new employees and as changes to CANES accessibility policies occur.

Records

CANES will maintain records on the training provided, when it was provided and the number of employees that were trained.

B. Feedback Process

CANES will ensure that all feedback processes (both internal and external) are made accessible to customers or employees, upon request.

C. Accessible Formats and Communication Supports

Unless deemed unconvertible, CANES will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, upon request. Accessible formats and communication supports will be provided in a timely manner and at no additional cost to the individual.

CANES will take into account the person's accessibility needs when customizing individual requests and shall consult with the individual making the request to ensure suitability.

CANES will make the availability of accessible formats and communication supports publicly known.

D. Accessible Websites and Web Content

CANES will ensure that our website and all web content published after January 1, 2012, conform to the Web Content Accessibility Guidelines (WCAG) 2.0 in accordance with the schedule set out in the IASR.

E. Exceptions

The Information and Communications Standard does not apply to:

- Products and product labels;
- Unconvertible information or communications; or
- Information that the organization does not control either directly or indirectly through a contractual relationship.

Unconvertible Information or Communications

If it is determined, in consultation with the requesting party, that information or communications are unconvertible, CANES will ensure that the individual who made the request is provided with an explanation and a summary of the information.

CANES will classify information or communications as unconvertible where:

- It is not technically practicable to convert; or
- The technology required to make the conversion is not readily available.

F. Review

This policy will be reviewed regularly to ensure that it is reflective of CANES current practices and legislative requirements.

CONTACT INFORMATION

Human Resources Department
CANES Community Care
10 Carlson Court, Suite 200
Toronto, Ontario M9W 6L2

Email: hr@canes.on.ca

Phone: 416 743 3892

Confidential Fax: 647 598 2411