



**HUNTINGTON
UNIVERSITY**

ACCESSIBILITY POLICY

Purpose and Statement of Commitment

Huntington University is committed to providing equal access and equal opportunity to all employees, students and visitors by creating an inclusive accessible environment that ensures the independence, dignity, and integration of all.

The provisions of the Huntington University Accessibility Policy will adhere to the Accessibility for Ontarians with Disabilities Act, 2005 (the “AODA”) and is intended to meet the requirements of the Customer Service, Ontario Regulation 429/07 and Integrated Accessibility Standards, Ontario Regulation 191/11 (the “IASR”).

1) General Requirements

- a. Establishment of Accessibility Policies** - Huntington University has established this Accessibility Policy and will make this document available upon request in an accessible format.
- b. Training** - All employees of Huntington University require accessibility training on the Customer Service Regulation, the requirements of the IASR and the Ontario *Human Rights Code* as it relates to individuals with disabilities. Training on the IASR will be provided in a way that best suits the duties of employees, volunteers and other staff members. Training modules are accessible through the University’s website and must be completed within the first month of employment.
- c. Reporting Compliance** - Huntington University will file accessibility reports with Ontario’s Ministry of Economic Development, Employment and Infrastructure as required under the AODA.

2) Customer Service Standard

- a. **Assistive Devices** - Huntington University permits all assistive devices on our premises that may be required by persons with disabilities while accessing our goods and services.
- b. **Communication** - Huntington University will communicate with people with disabilities in ways that take into account their disability.
- c. **Service Animals** - Huntington University welcomes people with disabilities and their service animals. Service animals are allowed on the parts of our premises that are open to the public.
- d. **Support Persons** - A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on our premises.
- e. **Notice of Temporary Disruption** - In the event of a planned or unexpected disruption to services or facilities for customers with disabilities, Huntington University will notify customers promptly. This notice will include information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available. The notice will be clearly placed at the main entrances of our facilities, as well as where the disruption is taking place

3) Information and Communication Standard

- a. **Feedback Process** - Huntington University welcomes feedback on how we provide accessible customer service which will help us identify barriers and respond to concerns. Individuals who wish to provide feedback can contact the Office of the Accessibility Coordinator by email at accessibilitycoordinator@huntingtonu.ca. A response will be provided within 10 business days. The Office of the Accessibility Coordinator can also be reached by phone at 705-673-4126 ext. 203, or in person by visiting Huntington University, 935 Ramsey Lake Road, Sudbury, Ontario, P3E 2C6, Room 104. Huntington will ensure that the feedback process is accessible to persons with disabilities and will provide accessible formats and communications supports, upon request.
- b. **Accessible Formats and Communication Supports** - Our organization will meet the information and communication needs of people with disabilities by providing, upon request, publicly available information and communications materials in accessible formats or with communications supports through the Office of the Accessibility Coordinator. Accessible formats and supports will be provided in a timely manner and at no additional cost to the individual. This includes publicly available information about our goods, services and facilities, as well as publicly available emergency information.

Huntington University will consult with people with disabilities to determine their information and communication needs.

4) Employment Standard

Huntington University is committed to fair and equitable employment practices. In accordance with this commitment, Huntington University will take steps to identify existing barriers to accessibility and solicit employee feedback on how to minimize and eliminate those barriers.

- a. Recruitment, Assessment and Selection Process** - Huntington University will notify the public, job applicants and its employees that, when requested, Huntington University will accommodate individuals with disabilities during the recruitment, assessment and selection process.
- b. Informing Employees of Workplace Policies** - Huntington University will notify successful applicants and employees of our policies or to support people with disabilities when they are hired and any time there is a change to the policies. Workplace policies will be provided in accessible formats or with communications supports if requested.
- c. Providing Accessible Formats and Communication Support** - Huntington University will provide employees with accessible formats and communication supports for workplace information, including information needed by the employee to perform their job, when requested.
- d. Performance Management, Career Development and Advancement** - Huntington University will ensure the accessibility needs of employees with disabilities are taken into account if Huntington University is using performance management, career development and/or redeployment processes.
- e. Workplace Emergency Response Information** - All employees will have access to information regarding emergency policies and procedures. Employees who require special assistance during emergencies will be provided with a customized workplace emergency and evacuation plan if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation.

5) Modification to this Policy

Huntington University is committed to developing accessibility policies that respect and promote the dignity and independence of persons with disabilities. Therefore, no changes will be made to this Accessibility Policy before considering the impact on persons with disabilities.

6) Documentation

Accessibility Policy and feedback is provided on the University website. Should an individual have a visual disability, this information can be described vocally by one of our staff members.

7) Accommodations for Individuals with Disabilities Applies to all employees.

Huntington University is committed to the principle of equal opportunity for all its students, faculty, staff, and applicants for admission and employment. The university does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. The university will make every effort to provide reasonable accommodation to individuals with a disability so that they can perform the essential functions of a job. An employee who requires a reasonable accommodation should notify the Office of the Accessibility Coordinator of the need for the accommodation. All requests will be evaluated on an individual basis.