

 <p>SUSTAINABLE DEVELOPMENT TECHNOLOGY CANADA</p> <hr/> <p>TECHNOLOGIES DU DÉVELOPPEMENT DURABLE CANADA</p>	<h2>ACCESSIBILITY POLICY</h2>	Policy Number: 12.27 version 1.0
		Review Cycle: Annual
		Review Date: July 10, 2024
		Approval Date: July 10, 2024
		Reviewed By: Director, People and Culture
		Approved By: VP, People & Technology

PURPOSE

SDTC is committed to meeting its current and ongoing obligations under the Ontario Human Rights Code respecting non-discrimination.

SDTC understands that obligations under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and its accessibility standards do not substitute or limit its obligations under the Ontario Human Rights Code or obligations to people with disabilities under any other law.

SCOPE

This policy applies to all employees, contractors, interns, students, SDTC partners, suppliers and vendors, as well as those who receive services from SDTC.

DEFINITIONS

The following are the terms and definitions as they apply to this Policy.

1. "Accessibility" means giving people of all abilities opportunities to participate fully in everyday life. It is used to describe how widely a service, product, device, or environment is available to as many people as possible. Accessibility can be seen as the ability to access and benefit from a system, service, product or environment.
2. "Barriers" are obstacles that limit access and prevent people with disabilities from fully participating in society. Most barriers are not intentional. Barriers usually arise because the needs of people with disabilities are not considered from the beginning, and can include physical, communication, policy and attitudinal barriers.
3. "Disability", Ontario's accessibility law adopts the definition for disability that is in the Ontario Human Rights Code. It defines disability broadly:
 - a. "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 co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
 - b. a condition of mental impairment or a developmental disability,
 - c. a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
 - d. a mental disorder, or
 - e. an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997."
4. "Service Animal" are used by a person with a disability where it is readily apparent that the animal is used by the person for reasons relating to their disability.

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5. “Support Person” is a person who accompanies a person with a disability to help them acquire services and/or with daily tasks.

RESPONSIBILITY & ACKNOWLEDGEMENT

The Vice-President, People & Technology is accountable for ensuring this policy is adhered to at all times.

This policy will be reviewed annually, updated as necessary and records will be kept readily available.

POLICY STATEMENT

SDTC is committed to providing a respectful and inclusive environment for all. This includes ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence.

We believe in integration, and we are committed to meeting the needs of people with disabilities in a timely manner. We do so by removing and preventing barriers to accessibility and by meeting our accessibility requirements under Ontario’s accessibility laws.

Confidentiality

SDTC will respect personal information concerning an individual’s disability. This includes implementing policies and procedures to protect confidentiality as required under Privacy law. Confidential information will be retained in a secure location and used solely for the purposes of providing equal and respectful access and participation for people with disabilities.

Information and Communications

We communicate with people with disabilities in ways that consider their disability. When asked, we provide information about our organization and its services, including public safety information, in accessible formats or with communication supports. This may include large print, recorded audio, sign language, captioning, simplified language and/or Braille.

We also meet internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario’s accessibility laws.

Employment

We notify employees, potential hires and the public that accommodations can be made during recruitment and hiring. We notify potential hires when they are individually selected to participate in an assessment or selection process that accommodations are available upon request. We consult with the applicants and provide or arrange for suitable accommodation.

We notify successful applicants of policies for accommodating employees with disabilities when making offers of employment.

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We notify employees that supports are available for those with disabilities. We have in place a process to develop individual accommodation plans for employees.

Where needed, we also provide customized emergency information to help an employee with a disability during an emergency.

We will provide the information as soon as practicable after we become aware of the need for accommodation due to the employee’s disability.

We have a process for employees who have been absent from work due to a disability and require disability-related accommodations to return to work.

Our performance management, training, career development and redeployment processes consider the accessibility needs of all employees.

Changes to Existing Policies

We will modify or remove any existing policy that does not respect and promote the principles of dignity, independence, integration and equal opportunity for people with disabilities.

Training

We are committed to training staff and volunteers in Ontario’s accessibility laws and aspects of the Ontario Human Rights Code that relate to persons with disabilities. We train every person as soon as practicable after being hired and provide training in respect of any changes to the policies. We maintain records of the training provided including the dates on which the training was provided and the number of individuals to whom it was provided.

Accessible Emergency Information

SDTC will provide employees with disabilities with individualized emergency response information, when necessary. We are also committed to providing our clients and stakeholders with publicly available emergency information in an accessible way, as applicable and upon request.

Client Service

We are committed to providing services in a manner that respects the dignity and independence of persons with disabilities so that they experience and benefit as persons without disabilities.

We permit persons with disabilities to use personal assistive devices in order to utilize SDTC’s services.

Persons with disabilities who are accompanied by guide dogs or other service animals are permitted to enter the premises to access SDTC’s services, unless the animal is otherwise excluded by law. If the animal is excluded by law, SDTC will use reasonable effort to provide alternate means for the person with the disability to obtain service.

SDTC may ask a person with a disability for a letter from a regulated health professional confirming the animal is required due to a disability. The person with the disability will be responsible to keep their service animal in control at all times.

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Persons with disabilities who are accompanied by a support person are permitted to enter the premises to access SDTC’s services. SDTC may also require a person with a disability to be accompanied by a support person while on SDTC premises, in circumstances where it is deemed necessary to protect everyone’s health & safety. Should a person with a disability who is accompanied by a support person be attending a SDTC event where a fee is charged, the fee will generally not be extended to the support person, unless SDTC provides advance notice of applicable fees.

Other

SDTC will take steps to prevent and remove any other accessibility barriers as identified by the public, employees, suppliers, and clients of SDTC as required and requested.

Feedback Process and Accessible Format Requests

SDTC is committed to meeting accessibility requirements and continuously taking steps to improve its services and website to comply with the Act and its regulations. SDTC will continue to welcome feedback regarding the manner in which it provides goods, services, or facilities to persons with disabilities.

SDTC will ensure that accessible formats and communication supports to people with disabilities will be provided, upon request, in a timely manner at no cost.

Feedback and accessible format requests can be provided by contacting the Director, People & Culture

- By telephone at 1-343-803-0680
- In writing to
 - Director, People & Culture
Sustainable Development Technology Canada
45 O’Connor Street, Suite 1850
Ottawa, Ontario
K1P 1A4
- By email to HR@sdtc.ca

SDTC will ensure our feedback process is accessible to people with disabilities by providing or arranging for accessible formats and communication supports, on request.

Standard and accessible formats of this document are free on request from HR@sdtc.ca.

APPLICABLE DOCUMENTS

- Accessibility Multi-Year Plan

VIOLATIONS

All SDTC Personnel and SDTC Contractors are expected to follow this Accessibility Policy in accordance with their roles and responsibilities. Failure to uphold both the letter and the spirit of this policy could lead to disciplinary action under the appropriate rules associated with the position the person holds.