

This 2014-21 accessibility plan outlines the policies and actions that the McMichael Canadian Art Collection will put in place to improve opportunities for people with disabilities.

Statement of Commitment

The McMichael Canadian Art Collection is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

Accessible Emergency Information

The McMichael Canadian Art Collection will provide the customers and clients with publicly available emergency information in an accessible way upon request. We will also provide those employees with disabilities with individualized emergency response information, that is also in accordance with the Employment Standards (IASR s.27) when necessary.

Kiosks

The McMichael Canadian Art Collection will take the following steps to ensure employees consider the needs of people with disabilities when designing, procuring or acquiring self-service kiosks, as per January 1, 2014 compliance commitment.

- For self-service videos that are offered we will purchase movies that have subtitles or are formatted for those living with disabilities. If not readily available, the McMichael representative will contact or contract the

production company to receive permission or request files of video with subtitles or transcripts.

- Assigned staff members from various departments will be responsible for sourcing video materials in accessible formats when relevant to departmental responsibilities.
- For self-serve audio tours made available, the McMichael representative will provide a written transcript.
- When procuring good, service and facilities, including self-service kiosks, and monitors, the McMichael will incorporate accessibility criteria and features in their purchasing requirements and evaluation process.

Internal departments involved: Education, Programs, Operations, Maintenance, IT, Gift Shop, Curatorial.

Information and communications

The McMichael Canadian Art Collection is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs.

Website Content (A)

The McMichael Canadian Art Collection takes the following steps to make all new websites and content on those sites conform with WCAG 2.0, Level A by January 1, 2014 compliance commitment.

It is stated on our website that:

- Information presented on the website is available in text format on request.
- Video transcripts are available in text format on request.

Feedback process

The McMichael Canadian Art Collection takes the following steps to ensure existing feedback processes are accessible to people with disabilities upon request by

January 1, 2015.

- The website and Admissions desk have an outline of Accessibility Standards for Customer Service. Included on both is a statement on how to give and receive feedback relating to servicing persons with disabilities.

Internal departments involved: Marketing /Promotions, Guiding & Admissions

Public information

The McMichael Canadian Art Collection will take the following steps to make sure all publicly available information is made accessible upon request by **January 1, 2016**.

- Accessible Style Guide has been developed and incorporated as part of the overall McMichael Style guide and shared with Design firm.
- Site map of building and grounds with Accessible features will be designed.
- Exhibitions will follow font & colour guidelines as per accessible style guide.

Action required by: Marketing /Promotions, Guiding & Admissions, Curatorial.

New Website (AA)

The McMichael Canadian Art Collection will take the following steps to make all websites and content conform with WCAG 2.0, Level AA by **January 1, 2021**.

- A technical audit of the website has been undertaken and in 2014 and a Request for Proposal will be submitted to design a new website that conforms to WCAG 2.0. New website. Level AA, completion in 2016.

Training

The McMichael Canadian Art Collection provides training to employees, volunteers and other staff members on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees, volunteers and other staff members.

The McMichael Canadian Art Collection takes the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws.

- Annually in June new staff and volunteers receive a formal training session on AODA legislation and McMichael standards.
- Regular updates throughout the year are presented by Human Resources to staff, volunteers and Board members via email or meetings.

Employment

The McMichael Canadian Art Collection is committed to fair and accessible employment practices.

Recruitment

The McMichael Canadian Art Collection will take the following steps to notify the public and staff that the McMichael Canadian Art Collection will accommodate people with disabilities during the recruitment and assessment processes and when people are hired.

- All job postings will specify that recruitment and hiring processes will accommodate individuals with disabilities.
- All interviews will advise candidates that the McMichael Canadian Art Collection supports individuals with disabilities and as the candidates if they require any workplace accommodations.
- Any letters of employment will specify in writing the particular workplace accommodations that were discussed at the interview.

Return to Work

The McMichael Canadian Art Collection has taken the following steps to develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability.

- An employee returning to work after an absence due to a disability will follow the same procedures as outlined in the McMichael Canadian Art Collection, Health and Safety manual, S.5. ii

Performance Management

We will take the following steps to ensure the accessibility needs of employees with disabilities are taken into account when the McMichael Canadian Art Collection applies performance management, career development and redeployment processes.

- Performance appraisal forms include a section asking what supports are required for the individual with a disability. This will act as the annual individual accommodation plan for the employee.

Regular Review

The McMichael Canadian Art Collection will take the following steps to prevent and remove other accessibility barriers identified.

- An audit of the workplace will be done on an external Accessibility Advisory Committee every other year, beginning in 2014.
- An internal Accessibility Committee will meet semi-annually to review current practices, compliance updates, and any feedback forms.

For More Information

Accessible formats of this document are available upon request.

For more information on this accessibility plan, please contact Human Resources at:

Phone: (905) 893-1121 x2230

Email: hr@mcmichael.com