

The Learning Enrichment Foundation Multi-Year Accessibility Plan 2014-2021

The following is the 2014-2021 Accessibility Plan that outlines the policies and actions that will be put in place to improve opportunities for people with disabilities at The Learning Enrichment Foundation.

Statement of Commitment

The Learning Enrichment Foundation is committed to providing accessible service and employment to all individuals (the public and the staff) and to treat them with respect and dignity. We are committed to ensure that persons with disabilities have the same opportunities to access employment and benefit from our services in the same place and in a similar way as others, and to the removal of any barrier that may impede full accessibility for people with disabilities. We seek the public and staff comments and inputs about the accessibility of our services, programs, and employment.

Accessible Emergency Information

The Learning Enrichment Foundation is committed to providing customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

Training

The Learning Enrichment Foundation will provide 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 Learning Enrichment Foundation has taken the following steps to ensure employees are provided with the training needed to meet Ontario's accessibility laws by January 1, 2015.

- All employees, volunteers, persons who develop policy, and persons who provide goods, services or facilities on behalf of the organization, receive Integrated Accessibility Standards (IAS) and Human Rights training; and that training is appropriate to their duties.
- A record of training, including dates of training will be kept.

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Kiosks

At this time, The Learning Enrichment Foundation does not maintain a kiosk but will consider what accessibility features could be implemented into potential kiosks.

Information and communications

The Learning Enrichment Foundation is committed to meeting the communication needs of people with disabilities and will consult with people with disabilities to determine their information and communication needs.

The Learning Enrichment Foundation's website and its content conform to WCAG 2.0, Level A by January 1, 2014.

- We will ensure that internet website and web content conform to WCAG 2.0 guidelines (Web Content Accessibility Guidelines).

The Learning Enrichment Foundation has taken the following steps to ensure existing feedback processes are accessible to people with disabilities upon request by January 1, 2015.

- Current feedback process is reviewed and enhanced when necessary to improve accessibility.
- All Accessibility issues are reported to Human Resources Manager.
- Information regarding the availability of accessible formats is posted on the company website, and via other communication methods e.g., information desks, telephone, etc.

The Learning Enrichment Foundation will take the following steps to make sure all publicly available information is made accessible upon request by January 1, 2016.

- Accessible formats and communication supports will be provided in a timely manner that takes into account the person's accessibility needs due to disability and at a cost that is no more than the regular cost charged to the other persons.
- The request will be documented and the format needed confirmed. A process will be developed to meet this requirement.

The Learning Enrichment Foundation will take the following steps to make the company website and content conform to WCAG 2.0, Level AA by January 1, 2021.

- Ensure Internet website and web content conform to WCAG 2.0 guidelines (Web Content Accessibility Guidelines) at Level AA by January 1, 2021.
- Communications and IT department will be notified of this requirement.
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Employment

The Learning Enrichment Foundation is committed to fair and accessible employment practices. The Learning Enrichment Foundation accommodates people with disabilities during the recruitment and assessment processes and when people are hired.

- All employees and the public are notified about the availability of accommodation for applicants with disabilities in the recruitment process.
- Availability of accommodation is required on all job postings, internal and external.

The Learning Enrichment Foundation will take 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 by January 1, 2016.

- Include steps in the RTW process that employer will take to facilitate return to work and use documented individual accommodation plans.
- Review existing processes and revise as necessary to incorporate AODA requirements.

LEF will take the following steps to ensure the accessibility needs of employees with disabilities are taken into account if The Learning Enrichment Foundation is using performance management, career development and redeployment processes:

- Review existing processes and revise as necessary to incorporate AODA requirements.
- Include accessibility considerations and individual accommodation plans.

The Learning Enrichment Foundation will take the following steps to prevent and remove other accessibility barriers identified.

- Provide accessibility training to staff in 2015 to help remove attitudinal barriers.
- Identified barriers will be addressed prioritizing those barriers that have the biggest impact on customers and employees with disabilities.

Design of Public Spaces

The Learning Enrichment Foundation will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces. Public spaces under our control include:

- Outdoor public eating areas.

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- Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals
- Accessible off street parking
- Service-related elements like service counters, fixed queuing lines and waiting areas.

The Learning Enrichment Foundation will put the following procedures in place to prevent service disruptions to its accessible parts of its public spaces:

- In the event of a service disruption, we will notify the public of the service disruption and alternatives available.

For More Information

For more information on this accessibility plan, please contact Peter Frampton, Executive Director, or Maria Gonzalez, Assistant Executive Director, at:

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Accessible formats of this document are available free upon request from: www.lefca.org