

The Learning Enrichment Foundation Multi-Year Accessibility Plan 2022-2027

The following is the 2022-2027 Accessibility Plan that outlines the policies and actions that will be implemented 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 employees) and to treat them with respect and dignity. We are committed to ensuring 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 employees' 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 continue to provide training to employees, volunteers, and customers on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will continue to be provided in a way that best suits the duties and abilities of employees and volunteers.

The Learning Enrichment Foundation takes the following steps to ensure employees are provided with the training needed to continue to meet Ontario's accessibility laws today and into the future.

- 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 and abilities.
- A record of training, including dates of training is kept by LEF Human Resources for employees and by the group/program lead for all others.

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.

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

- We will ensure that all new internet websites and web content conforms to WCAG 2.0 guidelines (Web Content Accessibility Guidelines).

The Learning Enrichment Foundation takes the following steps to ensure existing feedback processes are accessible to people with disabilities upon request.

- Current feedback process is reviewed and enhanced when necessary to improve accessibility.
- All employee accessibility issues are reported to Human Resources to ensure appropriate accommodations and documentation.
- All other accessibility issues are reported to the department providing services and supports to be proactively managed.
- Information regarding the availability of accessible formats is posted on the company website, and via other communication methods e.g., information desks, notices at physical locations, telephone, etc.

The Learning Enrichment Foundation takes the following steps to make sure all publicly available information is accessible upon request.

- Accessible formats and communication supports are provided in a timely manner that considers 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.

The Learning Enrichment Foundation has taken the following steps to make the company website and content conform to WCAG 2.0, Level AA.

- Internet website and web content conform to WCAG 2.0 guidelines (Web Content Accessibility Guidelines) at Level AA. Review was completed and compliance was confirmed by our Digital Communication Department.

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 present on all job postings, internal and external.

The Learning Enrichment Foundation has a documented process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability.

- Our plan includes steps in the RTW process that LEF will take to facilitate a return to work, and use documented individual

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accommodation plans.

- LEF reviews existing processes and revises as necessary to incorporate AODA requirements.

LEF continues to take the following steps to ensure the accessibility needs of employees with disabilities are considered when 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 continues to take the following steps to prevent and remove other accessibility barriers identified.

- Provides accessibility training to employees 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, outdoor paths, sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signs
- Accessible off-street parking with signs
- Service-related elements such as service counters, fixed queuing lines and waiting areas.
- Outdoor intercom and doorbell.

The Learning Enrichment Foundation has 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 via our website, notices on our doors, voice mail for main phone number, and by email notice where applicable.

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. Please email us to info@lefca.org