

# **THE LEAGUE OF CANADIAN POETS**

## **ACCESSIBILITY POLICY**

### **ACCESSIBILITY**

League of Canadian Poets (LCP) is committed to excellence in providing services and support to members and to readers who visit our website [poets.ca](http://poets.ca) and in accommodating the needs of those with disabilities who seek our services.

Upon hiring, our employees receive training on how to provide assistance to people with various disabilities. Personal assistive devices are permitted and unrestricted in all areas of the LCP office and parts of the building to which visitors to our office have access. We welcome people with disabilities accompanied by their support person or service animal. Service animals are allowed in our office and in public parts of the building that are open to our visitors. We will communicate with people with disabilities in ways that take into account their disability, doing our best to ensure that they have a good service experience. In the event of a planned or unexpected disruption to service or facilities for visitors with disabilities, LCP will notify members promptly.

League of Canadian Poets will meet the Accessibility Standards for the Design of Public Spaces if making major modifications to our office that affect services that we provide.

At LCP, your satisfaction is important to us. If you feel that reasonable accommodation standards have not been met in your situation, please contact us at: [poets.ca](http://poets.ca)

### **ACCESSIBILITY POLICIES FOR LEAGUE OF CANADIAN POETS**

League of Canadian Poets is committed to improving accessibility. We have put the following policies into practice as required by the Accessibility for Ontarians with Disabilities Act.

#### **GENERAL**

League of Canadian Poets is committed to ongoing training for staff on Ontario's accessibility laws and on accessibility aspects of the Human Rights Code that apply to persons with disabilities in a way that best suits the duties of employees, other staff members and volunteers.

The LCP office is accessible to the public by elevator. Assistive devices like wheelchairs, walkers, and oxygen tanks are allowed in the office and in public spaces of the building. The office and building, when and where open to the public, also welcome service animals and support persons. When requested, we will provide information to visitors on the nearest accessible off-street parking.

#### **INFORMATION AND COMMUNICATIONS**

League of Canadian Poets is committed to meeting the communication needs of people with disabilities. When asked, we will provide information and communications materials in an accessible format or with communication supports. This includes publicly available information about our services and facilities as well as publicly available emergency information.

League of Canadian Poets will consult with people with disabilities to determine their information and communication needs.

## **EMPLOYMENT**

League of Canadian Poets will notify the public and staff that, when requested, we will accommodate disabilities during recruitment and assessment processes and when people are hired. If needed, we will provide customized workplace emergency information to employees who have a disability. If using performance assessment, career development and redeployment processes, we will take into account the accessibility needs of employees with disabilities.

The LCP will provide reasonable accommodation for current and potential staff with disabilities. A reasonable accommodation is one that does not impose undue hardship on the LCP. In accordance with the guidelines of the Ontario Human Rights Commission, three considerations will be considered under Ontario law to determine if an accommodation constitutes an undue hardship: (i) cost; (ii) outside sources of funding, if any; and (iii) health and safety requirements, if any.

The LCP will undertake a cost analysis of any requested accommodation, including any potential sources of funding for its implementation.

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**Any of our policies that do not respect and promote the dignity and independence of people with disabilities will be modified or removed.**