



Policy Title:

## Accessibility Policy

University Classification & Policy Number:

B-001

Approval Body:

Board of Regents

Responsible Designate:

Vice-President, Finance and Administration

Established:

10/03/2020

Revised:

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Not applicable

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2028

### 1.0 Policy Purpose

**1.01** The purpose of this Policy at The University of Winnipeg (“University”) is to help ensure that all members of the UW Community and visitors to the University campus are provided with an accessible learning and working environment. This will be achieved by prioritizing accessibility and Barrier removal in the University’s policy, planning, and overall decision-making processes, in accordance with *The Accessibility for Manitobans Act* (“AMA”) and *The Human Rights Code* (Manitoba).

### 2.0 Definitions

The following definitions apply to terms as they are used in this Policy:

**2.01 Barrier:** for a person who has a physical, mental, intellectual, or sensory disability, a Barrier is anything that interacts with that disability in a way that may hinder the person’s full and effective participation in society on an equal basis. Examples of Barriers include (but are not limited to): a physical Barrier; an attitudinal Barrier; an architectural Barrier; an information or communications Barrier; a technological Barrier; or a Barrier established or perpetuated by an enactment, a policy, or a practice.

**2.02 UW Community:** students, employees, anyone holding a University appointment, post-doctoral fellows, visiting scholars, contractors, volunteers, members of the Board of Regents and Senate, and anyone who resides on University property.

### 3.0 Scope

**3.01** This Policy applies to all members of the UW Community and all visitors on the University campus. It also applies to the off-campus activities of the UW Community when the activity taking place has a substantial link to, and is under the reasonable control of, the University.

**3.02** This Policy does not replace the University's obligations under *The Human Rights Code* or the AMA nor does it alter the University's obligations to employees with disabilities under any collective agreements.

## **4.0 Policy Elements**

### **4.01 Principles**

**4.01.01** The University's pursuit of an accessible and inclusive learning, living, social, recreational, and working environment is grounded in the following principles:

- a) **Access:** persons should have Barrier-free access to places, events, and other functions that are generally available in the community;
- b) **Equality:** persons should have Barrier-free access to those things that will give them equality of opportunity and outcome;
- c) **Inclusive design:** access should be provided in a manner that does not establish or perpetuate differences based on a person's disability;
- d) **Systemic responsibility:** the responsibility to prevent and remove Barriers rests with the person or organization that is responsible for establishing or perpetuating the Barrier; and
- e) **Inclusion:** all persons should feel valued, respected, and welcomed at the University.

### **4.02 Accessibility Plan**

**4.02.01** In accordance with the AMA and related Standards, the University shall prepare and update an Accessibility Plan that addresses the identification, removal, and prevention of Barriers across all institutional policies, programs, practices, and services. The development of this Plan shall be designated to the Human Rights and Diversity Office, in consultation with the AMA Steering Committee and persons disabled by Barriers or representatives from organizations of persons disabled by Barriers.

**4.02.02** The following components must be included in the Accessibility Plan:

- a) a report on the measures taken to identify, remove, and prevent Barriers;
- b) the measures the University intends to take in the period covered by the Plan to identify, remove, and prevent Barriers; and
- c) the measures in place to ensure that the University assesses the following to determine their effect on accessibility for persons disabled by Barriers including:
  - any proposed policies, programs, practices, and services of the institution;
  - any proposed enactments of by-laws that will be administered by the institution; and
  - all other information prescribed for the purpose of the Accessibility Plan.

**4.02.03** The University's Accessibility Plan shall be approved by the President and Vice-Chancellor; Vice-President, Finance and Administration prior to being made publicly available.

### **4.03 Accessibility Training**

**4.03.01** To help achieve its accessibility goals, the University shall provide accessibility training to University faculty, staff, agents, and volunteers as further set out below. In accordance with the AMA and related Standards, the University shall provide Customer Service Training, Employment Standard Training, and Information and Communication Training.

**4.03.02** Customer Service Training shall be provided to all employees as part of their orientation and when related measures, policies, and practices change. This training shall include instruction regarding:

- a) how to interact and communicate with persons disabled by Barriers, including those who use an assistive device or require the assistance of a support person or service animal;
- b) how to use any equipment or assistive devices that may be available to assist persons disabled by Barriers;
- c) what to do if a person disabled by a particular Barrier is having difficulty accessing a good or service; and
- d) a review of *The Human Rights Code* (Manitoba), the AMA, and the Customer Service Standard Regulation under the AMA.

**4.03.03** Employment Standard Training shall be provided to all employees in supervisory, recruitment, human resources, and employment policy roles as part of their orientation and when related measures, policies, and practices change. This training shall include instruction regarding:

- a) best practices in accommodation including how to interact with, and make employment accessible to, persons disabled by Barriers, including those who use an assistive device or require the assistance of a support person or service animal; and
- b) a review of *The Human Rights Code* (Manitoba), the AMA, and the *Employment Standard Regulation* under the AMA.

**4.03.04** Information and Communication Training shall be provided to all employees, agents, and volunteers as part of their orientation and when related measures, policies, and practices change. This training shall include instruction regarding:

- a) how to identify, prevent, and remove Barriers to accessible communication;
- b) how to provide information through a communication support or accessible format; and
- c) a review of *The Human Rights Code* (Manitoba), the AMA, and the *Information and Communications Standard Regulation* under the AMA.

### **4.04 Privacy**

**4.04.01** Information and communication regarding a UW Community member's disability shall be managed in accordance with the University's Privacy Policy. In accordance with provincial legislation, the Privacy Policy sets strict requirements on the University's collection, use, and sharing of personal information ("PI") including personal health information. These are intended to preserve confidentiality and protect individuals from undue intrusion and similar

harms. However, privacy is not absolute, and exceptions to privacy may apply in limited and specific circumstances.

**4.04.02** In the context of University policies, such requirements include:

- a) collecting the least amount of PI reasonably necessary to accomplish Policy objectives;
- b) using and sharing the least amount of PI necessary to accomplish Policy objectives;
- c) providing PI to only those who “need to know” the information to accomplish Policy objectives;
- d) not using or sharing PI for other purposes without the consent of the affected individual(s), unless otherwise permitted under law; and
- e) taking measures to protect PI from risks such as unauthorized access, use, and sharing.

## **6.0 Relevant Legislation**

- *The Accessible Customer Service Standard Regulation*
- *Accessible Employment Standard Regulation*
- *Accessible Information and Communication Standard Regulation*
- *Accessible Transportation Standard Regulation*
- *The Accessibility for Manitobans Act*
- *The Human Rights Code (Manitoba)*

## **6.0 Related Policies, Procedures and Institutional Documents**

- Accessibility Plan
- Employment Equity and Diversity Policy
- Privacy Policy and Procedures
- Respectful Working and Learning Policy and Procedures
- Safety and Health Policy
- Service Animals on Campus Policy and Procedures
- Workplace Accommodation Policy
- Individualized Emergency Plan Request