



Camp Oochigeas Information, Communications and Employment Accessibility Policy

Introduction

Camp Oochigeas is a privately funded, volunteer based organization that provides kids with cancer and kids affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences.

Camp Oochigeas strives for excellence in serving all members of its community, including persons with disabilities. We are committed to meeting the accessibility needs of such persons in a timely manner. We will put the following policies into practice as required by the Accessibility for Ontarians with Disabilities Act, 2005 and Regulation 191/11 (the “Regulation”).

Training

Camp Oochigeas will ensure that the following persons receive training: (a) every person who is an employee of, or a volunteer with, Camp Oochigeas; (b) every person who participates in developing our policies; and (c) every other person who provides goods, services or facilities on our behalf.

This training will be provided: (a) as soon as practicable after the trainee is assigned relevant duties; (b) on an ongoing basis in connection with changes to this Policy; and (c) in a way that best suits the duties of the trainees.

This training will be on the topics of: (a) the requirements of the accessibility standards referred to in the Regulation; and (b) the Human Rights Code as it pertains to persons with disabilities. Camp Oochigeas will keep a record of the training as required by the Regulation.

Self-serve kiosks

Camp Oochigeas will have regard to accessibility for persons with disabilities when designing, procuring or acquiring self-serve kiosks; i.e. self-serve interactive electronic terminals intended for public use that allow users to access a service or product.

Information and communications

Documents, information and processes that Camp Oochigeas is required by the Regulation to make available to employees or members of the public will, when requested by a person with a

disability, be provided: (a) in a timely manner that takes into account the person's accessibility needs; (b) at no increased cost; and (c) in accessible formats and with communication supports. Camp Oochigeas will consult with the requesting party to determine that person's information and communication needs.

Camp Oochigeas will make its internet websites and web content conform to the World Wide Web Consortium Web Content Accessibility Guidelines 2.0 as required by the Regulation.

Educational Institution

As a provider of a high school credit course, Camp Oochigeas will:

(a) upon request, provide educational or training resources or materials in an accessible format that takes into account the accessibility needs due to a disability of the person with a disability to whom the material is to be provided by,

i. procuring an accessible or conversion ready electronic format of educational or training resources or materials, where available, or

ii. arranging for the provision of a comparable resource in an accessible or conversion ready electronic format, if educational or training resources or materials cannot be procured or converted into an accessible format;

(b) upon request, provide student records and information on program requirements, availability and descriptions in an accessible format to persons with disabilities; and

(c) provide its teaching staff with accessibility awareness training related to accessible program or course delivery and instruction, and keep written records of such training.

Employment

Camp Oochigeas will notify the public and its staff that, when requested, we will accommodate applicants with disabilities during our recruitment processes. We will notify job applicants selected to participate in an assessment or selection process that accommodations are available, and will consult with such persons and provide accommodations, as required by the Regulation. When making offers of employment we will notify the successful applicant of our policies for accommodating and supporting employees with disabilities.

Camp Oochigeas will have in place: (a) a written process for the development of individual accommodation plans for employees with disabilities; and (b) a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work; in accordance with the requirements of the Regulation.

As soon as practicable after commencement of their employment, we will inform our employees of our policies for supporting employees with disabilities, including policies on the provision of job accommodations. We will provide updated information whenever there is a

change to our policies on the provision of job accommodations.

Where an employee with a disability requests it, Camp Oochigeas will consult with the employee to provide accessible formats and communication supports for: (a) information that is needed to perform the employee's job; and (b) information that is generally available to all our employees.

If using performance management, career development or redeployment processes, we will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans.

If needed, Camp Oochigeas will provide individualized workplace emergency response information to employees with disabilities.

Plan

Camp Oochigeas will establish, implement, maintain and document a multi-year accessibility plan. It will outline our strategy to prevent and remove barriers and meet the requirements of the Regulation. We will post the plan on our website and review and update it every five years.