



# Integrated Accessibility Standards Policy

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## PART I – INTRODUCTION

The following policy has been developed by the Royal Canadian Yacht Club in compliance with Regulation 191/11, “Integrated Accessibility Standards” (“Regulation”) under the Accessibility for Ontarians with Disabilities Act, 2005.

These standards were developed to break down barriers and improve accessibility for persons with disabilities in the areas of information, communication and employment.

The Royal Canadian Yacht club is governed by this policy, as well as the Accessibility Standards for Customer Service Policy and the Accessibility for Ontarians with Disabilities Act, 2005, in meeting the accessibility needs of persons with disabilities.

## Statement of Commitment

The Royal Canadian Yacht Club remains committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will make every effort to improve accessibility through the identification, removal, and prevention of barriers within our Club.

This policy will be implemented in accordance with the time frames required by the Regulation.

## Accessibility Plan

(This Plan can be found under the “Integrated Accessibility Standards Multi-Year Plan”)

The Royal Canadian Yacht Club will develop, maintain and document an Accessibility Plan which outlines the RCYC’s strategy to prevent and remove barriers from its workplace and to improve opportunities for people with disabilities.

The Accessibility Plan will be reviewed and updated at least once every five years, and will remain posted on the RCYC website. The RCYC will provide the Accessibility Plan in an accessible format, upon request.

## **Self-Service Kiosks**

Self-service kiosks are not currently available at the RCYC. If the RCYC does implement the use of self-service kiosks, the Club will have consideration for accessibility when designing, procuring or acquiring self-service kiosks to better serve persons with disabilities.

## **Training Employees**

The RCYC will ensure that training is provided on the requirements of the accessibility standards referred to in the Regulation and continue to provide training on the Human Rights Code as it relates to persons with disabilities to:

- All of its employees
- All persons who participate in developing the RCYC's policies; and
- All other persons who provide goods, services, or facilities on behalf of the Club

The training will be provided in a way that best suits the duties of employees, contractors, and volunteers. Employees will be trained when changes are made to the accessibility policy, and new employees will be trained during New Hire Orientation. The RCYC will keep a record of the training it provides.

## **PART II - INFORMATION AND COMMUNICATION STANDARDS**

### **Feedback**

The RCYC will ensure that existing feedback processes continue to remain accessible to people with disabilities by providing or arranging for the provision of accessible formats and communication supports, upon request.

The public will be notified about the availability of the accessible formats and the communication supports the feedback process.

### **Accessible Formats and Communication Supports**

The RCYC will, upon request, provide or arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person's accessibility needs due to disability, and at no more than the regular cost charged to other persons.

## **Accessible Websites and Web Content**

The RCYC will ensure that our Internet websites, as well as web content, conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level AA, except where this is impracticable.

## **PART III – EMPLOYMENT STANDARDS**

### **Recruitment**

The RCYC will notify its employees and the public about the availability of accommodation for applicants with disabilities in all its recruitment processes.

### **Recruitment, Assessment, or Selection Process**

During all recruitment processes, the RCYC will notify job applicants, when they are individually selected to participate in an assessment or other selection process, that accommodations will be made available upon request with respect to the materials or processes to be used.

If a selected applicant requests an accommodation, the RCYC will consult with the applicant and provide or arrange for the provision of suitable accommodation in a manner that takes into account the applicant's disability.

### **Notice to Successful Applicants**

When making offers of employment, the RCYC will notify the successful applicant of the Club's policies for accommodating employees with disabilities.

### **Informing Employees of Supports**

The RCYC will inform its employees of policies and supports for employees with disabilities as soon as possible after new employees begin employment.

The RCYC will provide updated information to its employees whenever there is a change to existing policies on the provisions of job accommodations that take into account an employee's accessibility needs due to disability.

### **Accessible Formats and Communication Supports for Employees**

Upon request by an employee with a disability, the RCYC will consult with the employee to provide or arrange for the provision of accessible formats and communication supports for information that is needed to perform his or her job, and information that is generally available to other employees.

### **Workplace Emergency Response Information**

The RCYC will provide individualized emergency response information to employees who have a disability if the disability is such that the individualized information is

necessary and the RCYC is aware of the need for accommodation due to the employee's disability.

If an employee who receives individualized workplace emergency response information requires assistance, the RCYC will, with the employee's consent, provide the workplace emergency response information to the person designated by the RCYC to provide assistance to the employee.

The RCYC will review the individualized emergency response information when the employee moves to a different location in the organization, when the employee's overall accommodation needs or plans are reviewed, and when the RCYC reviews its general emergency response policies.

## **Documented Individual Accommodation Plans**

The RCYC will develop and implement a written process for the development of individual accommodation plans for employees with disabilities.

If requested, information regarding accessible formats and communications supports provided will also be included in individual accommodation plans.

In addition, the plans will include individualized workplace emergency response information (where required), and identify any other accommodation that is to be provided.

## **Return to Work Process**

The RCYC maintains a documented return-to-work process for employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work.

The return to work process outlines the steps the RCYC will take to facilitate the employee's return to work and will include documented individual accommodation plans as part of the process.

This return-to-work process does not replace or override any other return-to-work process created by or under any other statute.

## **Performance Management, Career Development and Advancement, and Redeployment**

The RCYC will take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement to employees, or when redeploying employees.

## Questions About This Policy

This policy has been developed to assist in removing barriers and to increase accessibility for persons with disabilities in the areas of information and communications, and employment. If you have any questions about this policy, please contact:

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