



# Accessible Information and Communication

*This publication is available in alternate formats on request.*

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## Introduction:

The College of Physiotherapists of Manitoba is committed to complying with The Accessible Information and Communication Regulation under *The Accessibility for Manitobans Act*. Our policies, practices and measures reflect the principles of dignity, independence, integration, and equal opportunity for people with disabilities.

We aim to remove barriers for communication and information sharing in our workplace. If a barrier cannot be removed, we seek to provide reasonable accommodations to affected users.

The following policy statements, organizational practices and measures are intended to meet the requirements of Manitoba's Accessibility Standard for Information and Communication.

This policy applies to all employees, volunteers and management of the College and are intended to benefit the full range of persons with disabilities. Whether an individual has a disability or not, all persons are treated with courtesy and respect when they interact with the College.

## The College Commitment

The College of Physiotherapists of Manitoba supports the full integration and inclusion of persons with disabilities and supports the overall goal to make the province barrier-free.

# Accessibility Requirements

## 1: Web content.

### Policy Statement:

The College will remove barriers for people with disabilities who use their websites and view their web content. The College will meet the accessibility requirements related to the website and web application outlining this information is: perceivable (visible to sensors), operable (interaction that a user can perform), understandable (Information and how to operate) and robust (used widely as technology evolves).

### Practices and Measures:

- The College will ensure that the external website and web content meet or exceed World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.1 Level AA.
- The College will ensure that if the College launches or significantly refreshes a web application, it meets or exceeds World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.1 Level AA.
- The College will have a process to receive and respond to feedback regarding accessible information and communication. The process will be appropriate to the circumstances and suitable for people with disabilities.
- The College will document resulting actions from feedback received and make that documentation available in the appropriate format, on request.

## 2: Requesting Accessible Information

### Policy Statement:

The College has set up a process to receive and respond to Accessible Information and Communication requests in an easy to use and available format for the person requiring it.

### Practices and Measures:

- The College informs the public that they can request information through email or contacting the College office.
- The College will consult with the person making the request to identify a support or format that would remove the barrier and provide this in a timely manner.
- The College will not charge the person making a request more than what would be charged to someone who did not make a request.

## 3. Training Requirements

### Policy Statement:

The College will provide training on the Accessible Information and Communication Standard to its employees, agents and volunteers with any of the following duties:

- persons who communicate directly with the public or another Manitoba organization on behalf of the organization
- persons who maintain or develop the organization's web content
- persons who purchase or procure information technology or communication tools
- persons who develop or implement the organization's measures, policies and practices on accessible communication

## Practices and Measures:

- The College will provide training which includes:
  - how to identify, prevent and remove barriers to accessible communication
  - how to provide information through a communication support or an accessible format
  - a review of The Human Rights Code, The Accessibility for Manitobans Act and this standard
- The College will provide training to a person as soon as reasonably possible after they are assigned the applicable duties.
- The College will provide ongoing training whenever the accessible policies, measures or practices are updated.