

# Seneca's Commitment

Version 7

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- Establish and maintain policies on how Seneca will consider the needs of persons with disabilities when procuring or acquiring goods, services and facilities; as well as, have documentation describing these policies and be able to provide a copy of the document(s) to any person who requests them in an accessible format that meets the person's needs.
- Develop accessibility plans demonstrating how accessibility will be achieved with respect to accessibility requirements and timeframes included in the Integrated Accessibility Standards Regulation.
- Ensure that the Accessibility Plans are available to the public, in an accessible format, upon request.
- Develop and maintain documentation pertaining to training policies and provide disability awareness training for all employees related to the creation of an inclusive workplace.
- Develop, document and maintain a procedure to communicate and disseminate emergency and safety information to employees, students and visitors with disabilities in a format that takes into account a person's disability.
- Arrange for accessible formats and communications support, upon request, for people with disabilities.
- Ensure intranet websites and web content conform with Web Content Accessibility Guidelines (W3C WCAG 2.0)
- Provide educational/training resources in an accessible format that meets the needs of people with disabilities.
- Provide staff with accessibility awareness training related to accessible course design and instruction.
- Identify, remove and prevent barriers to people with disabilities to enable their

participation and support in the recruitment, assessment, selection and hiring stages of the employment cycle.

- Develop inclusive employment systems and procedures while identifying and supporting employees with individual accommodation plans.
- Demonstrate how the external recruitment process will address accessibility issues and enable candidates with disabilities to receive information about job vacancies.
- Ensure that notification about accommodation needs are noted on job advertisement or posting of employment opportunities.
- Ensure that job offers contain information about Seneca's individual accommodation procedures.
- Encourage staff to remain employed and students to remain in the learning environment at Seneca by ensuring policies and practices are designed to support and meet the diverse needs of employees and students with disabilities.
- Ensure the performance management systems are applied to staff with disabilities consistent with their accommodation needs/plans.
- Develop and document a procedure for the return to work of employees as a result of a disability (non-WSIB).
- Encourage all employees to contribute to maintaining quality standards while ensuring Seneca's competitiveness.
- Bring awareness to hiring managers about people with disabilities capabilities to perform essential job functions with an accommodation plan (if required).
- Engage in a proactive identification, removal and prevention of barriers that hinder the full participation of people with disabilities.
- Promote and practice accessibility policies and procedures where the dignity of people with disabilities, throughout the employment life cycle or semesters, is promoted as a core value of Seneca.
- Ensure there is alternative accessible method of transportation for students with disabilities who cannot use the conventional transportation services.

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