

STATEMENT of POLICY and PROCEDURE			
Manual:	Accessibility Standards	SPP No.	AS 2.05
Section:	Standard for Information and Communications	Issued:	
Subject:	Accessible website and web content	Effective:	Jan 1, 2024
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1 POLICY

- 1.01 Ontario Regulation 191/11, Integrated Accessibility Standards Regulation (the Integrated Regulation) establishes accessibility standards for information and communication, including accessible website requirements.
- 1.02 Huntington Society of Canada is in the process of establishing website accessibility standards to ensure that all websites developed by the company are compliant with WCAG 2.0 AA as laid out by the Integrated Regulation.

Huntington Society of Canada confirms that all of its new websites and content, like existing websites, conform to Web Content Accessibility Guidelines (WCAG) 2.0 Level A.

Huntington Society of Canada will ensure all of its websites, content and applications directly controlled by Huntington Society of Canada or through its contractual relationships will be in conformity with WCAG 2.0 Level AA, as required by the Integrated Regulation.

- 1.03 Huntington Society of Canada is committed to the process of providing online information and communications and services that are accessible to all. This includes:
- Identifying, removing and preventing barriers to access of online information and communications systems.
 - Creating, providing and receiving online information and communications in ways that are accessible for people with disabilities.
 - Providing or making arrangements for accessible formats and information and communication supports online when a person with a disability requests them.
 - Conforming to the World Wide Web Consortium's Web Content

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Accessibility Guidelines (WCAG) 2.0 for accessible websites and web content.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to address how Huntington Society of Canada will achieve an accessible website and web content through meeting the requirements under the information and communications standard and to ensure all information and methods of online communication to and from a person will be designed to be accessible to Ontarians with disabilities.

3 SCOPE

- 3.01 This policy applies to Huntington Society of Canada's employees and volunteers and all contractors and subcontractors engaged by Huntington Society of Canada.

4 RESPONSIBILITY

- 4.01 Huntington Society of Canada will include representatives from marketing, web development, technical support, information technology, usability, production and product development to:
- Plan how to achieve accessibility, including web developer training and assessing and testing the website for problems or hiring the appropriate consultant to do the assessment.
 - Implement the appropriate solutions and guidelines to fix the problems or oversee the implementation of recommended solutions and guidelines.
 - Create policies, practices and procedures for Web accessibility.

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- Create documents informing website users on what was done to make the website accessible (and what could not be done) and how users can obtain these documents in an accessible format.
- Ensure appropriate employees are trained on the policies, practices and procedures for Web accessibility.
- Monitor and maintain accessible website(s) and track new techniques for accessibility.

4.02 Each manager, immediate supervisor and department head is responsible for ensuring all employees are trained under the accessibility regulations and standards under the AODA, the **Human Rights Code** and all related policies, practices and procedures.

4.03 All employees, volunteers, contractors and subcontractors, any other person acting on behalf of Huntington Society of Canada and persons involved in the creation of Huntington Society of Canada's policies are responsible for adhering to and following the commitments set out in this policy.

5 DEFINITIONS

5.01 “**Accessible formats**” may include but are not limited to large print, recorded audio and electronic formats, Braille and other formats usable by persons with disabilities.

5.02 “**Accessible information and communications**” means considering accessibility and all ability levels when planning information and communications, and giving people adequate time to process and reply to information provided.

5.03 “**Communication supports**” may include but are not limited to captioning, alternative and augmentative communication, plain language, sign language and other supports that facilitate effective

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communications.

- 5.04 “**Communications**” means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent or received.
- 5.05 “**Dignity**” means that service is provided in a way that allows the individual to maintain self-respect and the respect of other persons.
- 5.06 “**Equal opportunity**” means service is provided to individuals in such a way that they have an opportunity to access goods or services equal to that given to others.
- 5.07 “**Extranet website**” means a controlled extension of the intranet or internal network of an organization to outside users over the Internet.
- 5.08 “**Independence**” means when a person is able to do things on their own without unnecessary help or interference from others.
- 5.09 “**Information**” includes data, facts and knowledge that exists in any format, including text, audio, digital or images, and that conveys meaning.
- 5.10 “**Integration**” means service is provided in a way that allows the individual to benefit from equivalent services, in the same place and in the same or similar way as other individuals, unless an alternate measure is necessary to enable the individual to access goods or services.
- 5.11 “**Internet website**” means a collection of related web pages, images, videos or other digital assets that are addressed relative to a common Uniform Resource Identifier (URI) and are accessible to the public.
- 5.12 “**Intranet website**” means an organization’s internal website that is used to privately and securely share any part of the organization’s information or operational systems within the organization and includes extranet websites.

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- 5.13 **“New Internet website”** means either a website with a new domain name or a website with an existing domain name undergoing a significant refresh.
- 5.14 **“New intranet website”** means either an intranet website with a new domain name or an intranet website with an existing domain name undergoing a significant refresh.
- 5.15 **“Reasonable efforts”** means taking approaches that meet the required needs of the individual.
- 5.16 **“WCAG guidelines”** explain how to make web content more accessible to people with disabilities. Web content generally refers to the information on a web page or a web application, including but not limited to text, images and forms.
- 5.17 **“Web Content Accessibility Guidelines”** means the World Wide Web Consortium recommendation, dated December 2008, entitled Web Content Accessibility Guidelines (WCAG) 2.0.
- 5.18 **“Web page”** means a non-embedded resource obtained from a single Uniform Resource Identifier (URI) using Hypertext Transfer Protocol (HTTP) and any other resources that are used in the rendering or intended to be rendered together with it by a user agent.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Accessibility for Ontarians with Disabilities Act, 2005

The Integrated Accessibility Standards Regulation (O. Reg. 191/11)

SPP AS 2.01 – Committing to and planning for accessible information and communications

SPP AS 2.02 – Accessible formats and communication supports

SPP AS 2.03 – Feedback process

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SPP AS 2.04 – Emergency response procedures, plans or public safety information

7 PROCEDURES

7.01 Huntington Society of Canada will proactively assess its website and web content to identify, remove and prevent barriers to ensure online information and communications in the company are accessible for all customers. The assessment will provide the consideration needed to develop web design guidelines that will make websites, content and applications directly controlled by Huntington Society of Canada or through its contractual relationships accessible.

7.02 Training

Huntington Society of Canada will ensure that training is provided to all employees, volunteers, persons who deal with customers and the public on the company's behalf, and persons participating in the development and approval of Huntington Society of Canada's policies, practices and procedures on the requirements of the accessibility standards for information and communications referred to in the Integrated Regulation that address Web accessibility.

The training will be appropriate to the recipients' duties, and will be provided as soon as is practical.

Further training will be provided on any changes that may be made to this policy or the requirements.

7.03 This policy is available in an alternative format upon request.