

Accessibility Policy for First Unitarian Congregation of Ottawa

April 20, 2016

First Unitarian Congregation of Ottawa is committed to improving accessibility. We will respect the legislation as put forth in the Accessibility for Ontarians with Disability Act. We are guided by our principals “to affirm and promote the inherent worth and dignity of every person” and “justice, equity and compassion” in all matters pertaining to persons with disabilities.

Training

First Unitarian Congregation of Ottawa is committed to training staff on Ontario's accessibility laws and on relevant aspects of the Ontario Human Rights Code that apply to persons with disabilities. We will provide accessibility training to employees, volunteers and others who deal with congregants and the public at large. Training will also be provided to people involved in the development of policies, plans, practices and procedures related to Congregational matters.

Individuals in the following positions will be trained: Board of Directors, Staff, Ushers, Greeters, Religious Exploration Volunteers, Caring Network Volunteers, Coffee Hour Volunteers, Bookstore Volunteers, Communication and Outreach Volunteers, members of the Personnel Committee and others as identified by the board.

Staff will be trained on within one month of being hired. Staff will be retrained when there are any changes made to our accessibility plan.

Training will include:

- * an overview of the [Accessibility for Ontarians with Disabilities Act](#) and accessibility regulations in the [Ontario Human Rights Code](#)
- * an overview of the expectations of the congregant/visitor service
- * our Congregation's policy on providing accessible services
- * guidance on how to interact with people with various disabilities
- * guidance on how to interact with people who use an assistive device or require the assistance of a service animal or support person
- * information on how to use any of our equipment or devices available to help provide services to people with disabilities (e.g. elevator, headphones)
- * guidance on what to do if a person with disability is having difficulty accessing activities/resources

Information and Communications

First Unitarian Congregation of Ottawa is committed to meeting the needs of people with disabilities. When asked, we will provide information and communications materials in accessible formats or with communications supports. We will consult with people with disabilities to determine their information and communication needs and work with them to figure out how to meet their needs as soon as possible.

Feedback Process

Congregants and visitors who wish to provide feedback on the way First Unitarian Congregation of Ottawa provides services to people with disabilities can do so by completing an Accessibility Feedback Form and depositing it in office mail slot or by mail to 30 Cleary Avenue, Ottawa, K2A 4A1.

Employment

First Unitarian Congregation of Ottawa is open to hiring and/or retaining persons with disabilities and will make reasonable accommodation for disabilities during recruitment and assessment processes and when people are hired. We will document our processes for developing individual accommodation plans and return to work plans.

If needed, we will provide customized workplace emergency information to employees who have a disability.