

## **The Hospital for Sick Children Foundation Multi-Year Accessibility Plan**

The Hospital for Sick Children Foundation (SickKids Foundation) is the largest charitable funder of child health research, learning and care in Canada. Our office is located at 525 University Avenue.

Additional information about the Foundation and our activities can be found on our website: [sickkidsfoundation.com](http://sickkidsfoundation.com).

### **2. Aim and Objectives of Accessibility Plan**

This multi-year accessibility plan will help SickKids Foundation make advancements in meeting the requirements of the *Accessibility for Ontarians with Disabilities Act (AODA)*. The plan outlines the specific requirements of the *AODA* and how the Foundation will actively work on removing barriers for people with disabilities who come to our office.

Specifically, the Foundation will provide the opportunity for all staff, volunteers, and members of the community to identify needs related to their disabilities and ensure that these needs are accommodated in a manner that supports the dignity of the individual. This will be reflected in the Foundation through the implementation of training and specific policies and procedures that incorporate measures to identify and remove barriers for people with disabilities. Training has been provided to staff and volunteers and is part of our onboarding process for new hires, to raise awareness about the *AODA*, the issues and barriers encountered by people with disabilities, and the responsibility of everyone at the Foundation in removing those barriers.

### **3. SickKids Foundation Commitment to Accessibility Planning**

Championing an accessible, comprehensive, and inclusive environment is a key initiative for SickKids Foundation. We are committed to accessibility planning to ensure ongoing improvements to access our office for staff, volunteers, and members of the community. We will consult with people with disabilities in the development and review of our accessibility plan and ensure that policies and procedures are consistent with the principles of the *AODA*.

### **4. The Equity, Diversity and Inclusion Committee**

The Equity, Diversity and Inclusion mandate includes creating an inclusive and accessible environment for all staff, volunteers and members of the community. The committee with the "Place" Working Group will ensure that all requirements of the *AODA* are fulfilled. The

Working Group is responsible for establishing an accessibility plan with specific deliverables, timelines, and leads for each deliverable. The Committee will:

- 1) Provide leadership in steering the Accessibility Program at SickKids Foundation.
- 2) Review and proposed changes to our Accessibility policy.
- 3) Review and endorse key documents related to Accessibility (e.g., policies, education materials).
- 4) Raise awareness of accessibility legislative requirements, initiatives, and issues.
- 5) Identify barriers to services and facilities and develop plans to remove these barriers in collaboration with the Joint Health Safety and Wellness Committee.
- 6) Review accessibility related leading practices and implement as appropriate; and
- 7) Ensure accountability for legislated requirements by assigning responsibility for deliverables, monitoring progress, and evaluating outcomes.

**Place Working Group Members:**

Kelly Dickinson	Manager, Community Partnerships
Nora Paradis	Director, Human Resources
Jessica Meyers	Manager, Brand Strategy and Communications
Wendy Dempsey	Associate Director, Cause Marketing
Mia Bettio	Associate, Event Services
Hannah Banks	Senior Specialist, Development Writing

**5. SKF 2018-2023 Accessibility Initiatives Accessibility for Ontarians with Disabilities Act, 2005**

<b>Requirement of the Accessibility Standards</b>	<b>Functional Lead</b>	<b>Timeline</b>	<b>Status</b>
<b>1. Accessibility Plan</b> a. Review and update the accessibility plan at least once every five years b. Prepare annual status report on the progress of measures taken to implement the strategy in the multi-year plan and post the report on the website and provide report in an accessible format upon request.	Director, Human Resources	Annual – June 2021 Next comprehensive review 2026	Completed December 2018 and 2021
<b>2. Training</b> a. Ensure training is provided on the requirements of the accessibility standards referred to in the Regulation and on the Human	Associate Director, Human Resources	Ongoing – part of the onboarding process for new hires and	Part of the onboarding process for new hires and

<p>Rights Code as it pertains to persons with disabilities to:</p> <ul style="list-style-type: none"> <li>• All staff, students and volunteers</li> <li>• All other persons who provide goods, services or facilities on behalf of the Foundation</li> </ul> <p>b. Training on the accessibility requirements shall be appropriate to the duties of the employees, volunteers and other persons</p> <p>c. Provide training as soon as practicable</p> <p>d. Provide training in respect of any changes to the Accessibility Policies on an ongoing basis</p> <p>e. Keep record of the training provided including dates training is provide and number of individuals to whom it is provided to</p>		volunteer engagement	volunteer engagement
<p><b>4. Information and Communication Standards</b>  Ensure public-facing websites and web content confirm to WCAG 2.0 guidelines to level AA by Jan 1, 2021</p>	Associate Director, Digital Solutions and Associate Director, Digital Projects		
<p><b>5. Continue to implement recommendations to remove identified barriers related to physical space and accessibility concerns.</b></p> <p>a. Create a physical and psychological safe and inclusive environment for all employees in preparation of the reopening the office plus managing a hybrid work model. To include eliminating any potential barriers, implementing flexible work arrangements, addressing employees' accommodations requests and soliciting feedback</p>	EDI Working Group Place, JHSWC, RBOTT and HR.	Fall 2021 recommendations with implementation plan. Accessible washroom within SKF space - TBD	Accessible washroom is available in public space.

<p>pre and post reopening. Supporting staff with back to office protocols.</p> <p>b. In collaboration with property management, plan for designing a fully accessible and barrier free washroom within public space.</p> <p>c. Explore creating an accessible and barrier free washroom within SickKids Foundation space plus a gender-neutral washroom to create a more inclusive and accessible work environment (incorporate into future renovation plans)</p>			
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**6. Review and Monitoring Process**

The Equity, Diversity and Inclusion will review progress on all requirements of the workplan, at least on an annual basis. Each lead responsible for deliverables will be asked to provide regular reports on these deliverables.

**7. Communication of the Plan**

SickKids Foundation Multi-Year Accessibility plan will be posted on the internal and external website, and hard copies will be made available on request. Copies of the plan in an accessible format will be made available on request.