

Accessibility Policies for CFRU 93.3 FM University of Guelph Radio – Radio Gryphon – Approved October 28 2013

General

CFRU 93.3 FM University of Guelph Radio – Radio Gryphon is committed to ensuring that CFRU is an accessible space and that all station members and volunteers may fully contribute to and participate in CFRU's activities. To this end, we will constantly strive to improve the station's accessibility policies and practices.

CFRU is committed to fulfilling its responsibilities under the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), and all other applicable provincial and federal laws and best practices. CFRU will also strive to uphold the standards of the NCRA disAbilities handbook (2012).

This policy document is focused primarily on structural barriers to accessibility, while also addressing barriers related to technology and communications. A separate policy document will address exclusion as based on attitudinal and other systemic factors.

Training

CFRU will ensure that all management, staff, and volunteers receive appropriate training on accessibility issues.

The Board of Directors will review this policy at the start of each term and familiarise themselves with the details involved. Board members will make sure all policy passed is consistent with this policy, and when additional research or training is needed to make an informed decision, make arrangements to receive such research/training.

Training for staff will be designed with the support of accessibility experts in a manner consistent with the Collective Agreement. The Station Manager will be responsible for ensuring that all staff members receive training shortly after the official start date of their contracts. Every two years, the station manager will ensure that at least one (1) staff member may receive professional training from a government and/or accrediting private agency.

Volunteer training will be provided by staff from approved training manuals which will be made available to all station members via our website (and which may be provided on request by email or in a hard-copy format).

Promoted Events, Partnerships, and CFRU Events and Projects

Promoted Events

"Promoted Events" are any events presented by outside organizations, wherein neither the group nor the organization has a formal affiliation with CFRU. CFRU's interest in promoting such events is to provide information to listeners and station members. CFRU's promotion of such events must always include information on the event's accessibility (i.e., whether the space is accessible, not accessible, or partly accessible). The CFRU logo may not be included in promotional materials for these events, nor may they be presented as CFRU-sponsored events.

While it is not required that "promoted events" be held at accessible locations, CFRU will ensure that its accessibility policies are available to the presenting organizations. Where applicable, CFRU will recommend to the presenters that future events should be held in accessible locations.

Partnerships

“Partnerships” are events that CFRU supports and has chosen to affiliate with, wherein the station does not have full control over the event design and implementation.

Partnerships may include media sponsorships, live-to-air events, or pre-recorded remote events.

CFRU’s promotion of these events must always include information on the event’s accessibility (i.e., whether the space is accessible, not accessible, or partly accessible).

Media sponsorships shall include the CFRU logo or the phrase, “in partnership with CFRU,” “brought to you by CFRU,” or a similar slogan.

All media sponsorship events that bears the CFRU logo will be held in fully wheelchair accessible locations.

While it is not required that live-to-air events and pre-recorded remote events be held at accessible locations, CFRU will ensure that its accessibility policies are available to the presenting organizations. Where applicable, CFRU will recommend to the presenters that future events should be held in accessible locations.

This policy will not be regarded as restricting CFRU from making promotional materials available at local events that are consistent with the station’s mandate.

CFRU Events and Projects

Events and projects that are run by CFRU 93.3FM and bear the CFRU logo shall be held in fully wheelchair accessible locations.

We regret that projects taking place at CFRU's transmission sites, which is located at an inaccessible location not under the station's control, are of necessity exempt from this policy.

Design of CFRU Spaces

CFRU 93.3 FM University of Guelph Radio – Radio Gryphon will meet all relevant accessibility standards for the design of new spaces when constructing, or making major modifications to, CFRU spaces. In all such instances, CFRU will consult with a qualified expert from the University of Guelph and/or an accredited outside expert from the field of accessibility building design.

All new design projects must be consistent with guidelines set out in federal regulations and with accepted standards for the broadcasting sector.

Assistive devices

CFRU will ensure that all staff members and the Station Manager are trained in and familiar with various assistive devices that may be used by CFRU patrons or guests.

Communication

CFRU will ensure that people living with disabilities may access all station communications (including training documents, communiqués, and station policies).

Service Animals

CFRU welcomes people with disabilities and their service animals. Service animals are allowed at our office location, and CFRU will ensure that all off-site events will be held at locations that permit service animals.

Notice of Temporary Disruption

In the event of a planned or unexpected disruption to services or facilities for patrons with disabilities (including, but not limited to, website access, access to CFRU facilities, accessible parking, large print schedules, etc.), CFRU will notify all station members in a prompt manner. A notice will be made available at the CFRU offices, the on-air studio, CFRU's website (assuming no impact from disrupted services), by email and at any off-site event. This notice will include information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available.

Large Print Manuals & Translation Services

CFRU will, on request, provide access to large print manuals and will seek to facilitate the translation of manuals into other languages. Such access will be completed in a timely manner, where possible. It is understood that translation services may not always be available.

Equipment

CFRU will provide accessible broadcast and production equipment whenever possible, and will assess accessibility of equipment whenever replacing or installing any new equipment that will be used by volunteers.

This includes (but is not limited to):

- Providing portable recorders that can be operated with one hand, that have large controls and displays, and which have interfaces that are easy to navigate.
- Ensuring that microphones can be moved and/or positioned in front of any individual, or if a microphone cannot be positioned to that a person can be clearly heard a wireless alternative that can be well positioned will be provided.
- Providing large button or braille telephones phone(s) as close to the mixing board as possible
- Selecting equipment that has easy to read displays and easy to grasp controls
- Implementing only required software which can be controlled with a keyboard or mouse
- Providing volunteers with assistive technologies to facilitate use of computers [including (but not limited to) screen readers and screen magnification]
- All workstations will be wide enough and high enough to accommodate a wheelchair underneath

Support Material

CFRU will maintain public copies of this policy on its website, along with copies of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and its supporting documents and the NCRA's disAbilities Handbook. Physical copies may be provided on request to a staff member.

Modifications to this or other policies

Any CFRU policies that do not respect and promote the dignity and independence of people with disabilities will be modified or removed.

Modification of this policy is at the discretion of the CFRU Board of Directors, which may receive recommendations from CFRU staff, the station manager, volunteers, and any station committees. The CFRU Board of Directors and Staff must ensure accessibility

practices are upheld in accordance to human right standards and the best practices of Federal institutions, while voluntarily adhering to the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

Advocacy

CFRU aspires to be an accessibility leader in the Guelph community and among other media organizations. To this end, we will provide tools, resources, and information about accessibility, including a venue guide and an events calendar that includes accessibility information.

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Modified by: Steve Mason – Staff, Oct 16 2013

Formatted by: Barry Rooke – Station Manager October 24 2013

Reviewed by: Jan Hall, Susan Wheeler – Volunteers October 24 2013

Edited by: Christopher Currie – Staff, October 25 2013

Approved by: Board of Directors – October 28 2013