



Issued By: Human Resources  
Approved By: Board of Directors  
Effective Date: February 2019

## **ACCESSIBILITY AT KING'S POLICY**

### **PURPOSE:**

King's University College at The University of Western Ontario is committed to recognizing the dignity and independence of all faculty, staff, students and visitors. King's seeks to ensure that persons with disabilities have genuine, open and unhindered access to the College's services, facilities, accommodation, employment opportunities, buildings, structures and premises.

### **STATEMENT OF ORGANIZATIONAL COMMITMENT**

The College will comply with all applicable Federal, Provincial and Municipal legislation with respect to accessibility and will implement the standards specified under the Accessibility for Ontarians with Disabilities Act, 2005 ("AODA, 2005").

Policies, procedures and practices with respect to accessibility, including those required under the AODA, 2005 and its accompanying standards shall be made available on the College's accessibility website at <http://www.kings.uwo.ca/aoda>.

The College is committed to ongoing improvements to accessibility in its premises and facilities as required by law, as well as to the services offered to customers, employees, volunteers and members of the general public.

### **POLICY STATEMENTS:**

#### **Assistive Devices**

King's welcomes persons with disabilities to use assistive devices to obtain, use or benefit from our goods and services. In certain circumstances approval may be required for the use of assistive devices to ensure that it does not compromise academic integrity by removing or otherwise undermining essential requirements of courses or academic programs.

#### **Alternatives to Printed Materials**

King's welcomes persons with disabilities who are in need to alternative to printed materials that King's produces.

Students: Please see the following website for details <https://www.kings.uwo.ca/current-students/student-affairs/accessibility-services/academic-accommodations/alternative-to-print-materials/> and [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_disabilities.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_disabilities.pdf)

Staff/Faculty and Visitors: Please contact [alternativetoprint@kings.uwo.ca](mailto:alternativetoprint@kings.uwo.ca) to receive any print material in an alternative format. Please indicate which format you require.

## **Service Animals**

King's welcomes persons with disabilities who are accompanied by a service animal onto our premises that are open to the public and commits to finding alternatives to the use of service animals if the service is provided in a location in which animals are prohibited by law.

## **Support Persons**

King's welcomes persons with disabilities who are accompanied by a support person. Any student, employee or visitor with a disability who is accompanied by a support person will be allowed to enter the College's premises with their support person. At no time will a person with a disability who is accompanied by a support person be prevented from having access to his or her support person, provided that the interaction does not compromise academic integrity by removing or otherwise undermining essential requirements of courses or academic programs. Accommodations in regards to parking fees, events fees, etc. can be made with prior consultation with the arranging department.

## **Temporary Disruptions to Service**

King's will provide notice in the event of a planned or unexpected disruption services and/or facilities usually used by persons with disabilities to access the school's goods and services.

A notice regarding a temporary disruption will include the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available. The notice will be placed in relevant locations on our premises and, when appropriate, shall be placed on King's website.

## **Training**

The College is committed to the training of all employees, volunteers, persons who deal with customers and the public on the College's behalf, and persons participating in the development and approval of The College's policies, practices and procedures.

Training will include a review of the purposes of the Accessibility for Ontarians with Disabilities Act, 2005, the requirements of the Customer Service standard, the Integrated Regulations and the Human Rights Code.

King's will keep records of the training provided, including dates on which training is provided and the number of individuals and to whom it is provided. Further information regarding training may be found at [www.kings.uwo.ca/aoda](http://www.kings.uwo.ca/aoda).

## **Feedback**

King's welcomes feedback regarding the way in which the College provides goods and services to persons with disabilities. Information regarding the College's feedback process may be found at: [www.kings.uwo.ca/aoda](http://www.kings.uwo.ca/aoda) or by emailing [accessibility@kings.uwo.ca](mailto:accessibility@kings.uwo.ca).

## **PROCEDURE FOR ACCOMODATION REQUEST**

To request accommodation or assistance please contact Human Resources at King's University College by phone 519-433-3491 or email [HR@kings.uwo.ca](mailto:HR@kings.uwo.ca), students at King's please contact Student Affairs 519-433-3491 ext. 4321 or email [acsd@kings.uwo.ca](mailto:acsd@kings.uwo.ca).

Any policy of King's University College that may impact provision of services or accessibility for persons with disabilities, or may not respect and promote the principles of dignity, independence, integration and equal opportunity for persons with disabilities should be sent to Human Resources to be reviewed.