



MANITOBA INSTITUTE OF
TRADES AND TECHNOLOGY

POLICY: Accessible Customer Service Policy		POLICY NUMBER: AC-1
		PREVIOUS/REPLACES: Accessibility Policy
APPROVED BY: Executive Council	EFFECTIVE DATE AS OF: February 6, 2018	PRIOR VERSIONS: June 27, 2017

1. Policy Statement:

The Manitoba Institute of Trades and Technology (to be referred to as MITT) is committed to creating and maintaining an accessible, inclusive and non-discriminatory workplace and learning environment for all members of the MITT community. An inclusive environment values diversity and difference and is based on mutual respect, dignity for all, independence, integration, and equal opportunity to work and learn at MITT.

MITT strives for excellence in serving all customers including persons disabled by barriers. Whether a person's disability is apparent or not, all individuals shall be treated with courtesy and have his or her need for accommodation respected.

The purpose of this policy is to:

- i. Establish MITT's commitment to fostering an accessible and inclusive learning and working environment.
- ii. Ensure that MITT meets all legal obligations and complies with *The Manitoba Human Rights Code* and *The Accessibility for Manitobans Act* and all accessibility standards.
- iii. Outline and define MITT's commitment to providing a barrier-free environment for all customers to the greatest extent possible.
- iv. Provide adequate information and awareness to foster a supportive and inclusive teaching, learning and working environment.

MITT shall provide reasonable accommodation to meet the needs of its customers with disabilities in a timely and pro-active manner providing the accommodation does not:

- Create undue hardship;
- Alter the essential requirements of a program or course;
- Threaten the integrity of contracts of employment by significantly altering essential job requirements or responsibilities;
- Position MITT in violation of any legislative requirement.



MANITOBA INSTITUTE OF TRADES AND TECHNOLOGY

MITT will not charge a fee to accommodate persons disabled by barriers unless the accommodation results in undue hardship to MITT.

Any policies of MITT that do not respect and promote the principles of dignity, independence, integration and equal opportunity for persons disabled by barriers will be modified or removed.

MITT will establish, implement, and document a multi-year accessibility plan outlining its strategy to prevent and remove barriers at MITT. This document will be updated every two years.

2. Scope:

This policy applies to:

- All MITT employees including full-time, part-time, casual, and contract;
- All MITT students including full-time and part-time;
- All MITT Governing Board members;
- Volunteers and visitors to MITT; and
- All other persons who provide goods, services or facilities on behalf of MITT.

3. Customer Service Standards

MITT will make every reasonable effort to ensure that its policies and practices are consistent with the principles of mutual respect, dignity, independence, integration and equal opportunity by:

- Ensuring that all customers receive the same value and quality of service;
- Using alternative methods when possible to ensure that customers with disabilities have access to the same goods or services, in the same place, and in a similar manner;
- Taking into account individual needs when providing good and services; and
- Communicating in a manner that takes into account the customer's disability.

4. Maintain Barrier-Free Access

MITT has undertaken a review to identify barriers in an effort to provide an environment that is as accessible as possible. MITT's Accessibility Plan outlines future efforts and strategies that MITT is committed to including expected outcomes.



MANITOBA INSTITUTE OF TRADES AND TECHNOLOGY

5. Notice of Temporary Disruption of Services

In the event of a planned or unexpected disruption of services, MITT will provide notice about the disruption, the reason for the disruption, its anticipated length and a description of alternative facilities or services, if available. Notices may be displayed on MITT premises or the website or by other means that are reasonable in the circumstances.

MITT may not be able to provide advance notice during an emergency disruption.

6. Communications

MITT is committed to communication with persons disabled by barriers in a timely manner that takes into account the person's disability and makes reasonable efforts to have the person with the disability understand both the content and intent of its communications. All MITT employees, students, and Governing Board members are expected to be mindful of the way in which they communicate and use respectful terms.

MITT will make the availability of accessible formats and communication supports publically known. MITT will take into account the person's accessibility needs when customizing individual requests.

MITT will provide or arrange for the provision of accessible format and communication supports for persons disabled by barriers upon request unless the product is deemed unconvertible. In this case, the person shall be provided with an explanation as to why the information or communication was unconvertible and a summary of the unconvertible information or communications.

MITT is proactively removing barriers to ensure information and communication at MITT is accessible to all stakeholders.

7. Assistive Devices

MITT is committed to serving persons disabled by barriers who use assistive devices. Persons disabled by barriers may use their own assistive devices as required when accessing goods or services provided at MITT. MITT may in some circumstances have available assistive devices that the customer can use while on MITT premises.

In cases where the assistive device presents a safety concern or where accessibility might be an issue, other reasonable measures will be used to ensure access to the service required at MITT. For example, an oxygen tank cannot be near an open flame. In such a case, the accommodation may involve ensuring the customer is in a location that would be considered safe for both the customer and MITT.



MANITOBA INSTITUTE OF
TRADES AND TECHNOLOGY

8. Support Persons

MITT welcomes persons disabled by barriers and their accompanying support person.

MITT may require a person disabled by barriers to be accompanied by a support person when on MITT premises, but only if a support person is necessary to protect the security, health or safety of the person disabled by barriers.

Given the nature of the information that may be discussed in the presence of a support person, MITT may require that the person disabled by barriers give his or her consent to MITT to discuss confidential information in the presence of the support person. If the person disabled by barriers has concerns about discussing confidential information in the presence of the support person, he or she may ask the support person to leave during any discussion.

9. Service Animals

Persons disabled by barriers may bring their service animal on MITT premises and buildings.

If it is not clear that the animal is a service animal, MITT staff may ask the following questions in a respectful and understanding manner to clarify the service animal's purpose:

- a. Is the dog or other animal assisting the person with a disability?
- b. What assistance has the dog or other animal been trained to provide related to the disability?

The person disabled by barriers is responsible for the care and control of the service animal at all times. MITT staff are permitted to ask the individual if the animal is a pet or service animal. No one should interfere with the service animal while the animal is working without seeking permission of the animal's owner.

A service animal may be excluded when any one of the following conditions exists:

- The service animal is disruptive and the animal's owner is not able to effectively control it;
- The service animal's presence, behavior, or actions pose an unreasonable or direct threat to property or the health or safety of others; and
- When another law specifically states that the animal must be excluded.

In the event that a service animal's access is not permitted, MITT will make all reasonable efforts to accommodate the individual and will suggest other alternatives and provide assistance.



MANITOBA INSTITUTE OF TRADES AND TECHNOLOGY

10. Feedback

MITT welcomes feedback on how we provide accessible service to all customers. Customers may reach the MITT Accessibility Coordinator at accessibility@mitt.ca. MITT will reply to all enquiries within 3 business days. Customer feedback will help MITT identify barriers and respond to concerns. Privacy will be respected and all feedback will be reviewed for possible action that can be taken to improve MITT services.

MITT will ensure that our feedback process is accessible to persons disabled by barriers by providing accessible format and communication supports, on request.

11. Training

MITT is committed to providing mandatory accessible customer training to:

- All current and new employees;
- All Governing Board members;
- All students;
- All volunteers and contractors providing services or facilities to customers on behalf of MITT; and
- All others involved in developing and/or approving MITT policies, practices and procedures that deal with the provision of goods and services to the public or other third parties.

All training will occur as soon as reasonably practical. Training will be provided on an on-going basis, as related policies, practices and procedures are updated.

Students will be provided information on how to access resources and help for accessibility supports and provided copies of accessibility policies as part of their initial orientation session with MITT.

Accessible customer service training will include:

- Review the key requirements of the Human Rights Code (Manitoba), *The Accessibility for Manitobans Act* and the Customer Service Standard Regulation, and other standards as they become law.
- An overview of MITT's policy on Accessibility.
- Instruction on the meaning of accommodation and the importance of an inclusive workplace and learning environment.
- An overview of how to interact and communicate with persons disabled by barriers.
- Demonstration on how to use any equipment or assistive devices available at MITT to assist persons disabled by barriers.
- Instruction on how to interact with persons disabled by barriers who use an assistive device or require the assistance of a service animal or support person.



MANITOBA INSTITUTE OF
TRADES AND TECHNOLOGY

12. Public Events

MITT will take reasonable measures when public events are held to ensure that:

- Notice of the event will be provided in a way that is accessible.
- Notice will be given stating that persons disabled by barriers can request reasonable accommodations.
- The public event will be held in a facility that is accessible to the greatest extent possible. MITT shall evaluate the public space prior to engaging and will attempt to secure a location that has accessible parking, entrance ways, doors, and washrooms.
- Upon request, physical and communication needs will be provided to the greatest extent possible.

13. Documentation

MITT will document all policies, practices and procedures related to accessible customer service, and will make reasonable efforts to provide notice that these documents are available upon request.

MITT will create an Accessibility webpage which will include MITT's Accessibility Plan and all accessibility policies.

14. Confidentiality

MITT is committed to protecting the privacy of employees, students, Governing Board members, and volunteers. At the same time, MITT requires sufficient information to reasonably evaluate and respond to a request for accommodation. Employees, students, Governing Board members and volunteers are encouraged to provide information concerning their needs, and accommodations. All personal information disclosed to MITT shall be governed by privacy legislation and MITT's Privacy and Access to Information Policy.

15. Administration

The Vice-President Administration & Finance, Vice-President Academic and Accessibility Coordinator are jointly responsible for insuring this policy is adhered to.

16. Review:

This policy will be reviewed one year after its origin and then at a minimum every 2 years by Executive Council to coincide with the Accessibility Plan Review.



MANITOBA INSTITUTE OF
TRADES AND TECHNOLOGY

17. References:

Legislation:

The Manitoba Human Rights Code
The Accessibility for Manitobans Act
Customer Service Standard Regulation
The Freedom of Information and Protection of Privacy Act and Regulations
The Personal Health Information Act and Regulations

MITT Documents:

Academic Accommodations, Adaptations and Supports Policy ⁽¹⁾
Employment Equity Policy
MITT Accessibility Plan
Non-Discrimination Policy
Privacy and Access to Information Policy

⁽¹⁾ Under development

18. Definitions:

Accommodation – Means allowing for changes to the way things are usually done.

Assistive Device – Is a technical aid, communication device or other instrument that is used to maintain or improve the functional abilities of people with disabilities. Examples of personal assistive devices may include a wheelchair, walker, hearing technology, or a personal oxygen tank.

Barrier – For a person who has a physical, mental, intellectual or sensory disability, a barrier is anything that interacts with that disability in a way that may hinder the person's full and effective participation in society on an equal basis.

Reasonable Accommodation: An accommodation is reasonable when then there is an adequate process used to decide on the type, degree and possibility of accommodation, and the effort and actions taken by the responsible party are sufficient.

Service Animal: A service animal as defined in the *Manitoba Human Rights Code* is an animal that has been trained to provide assistance to a person disabled by barriers that relates to that person's disability. While an animal may not have received formal training, if the person relying on the animal can demonstrate that the animal is trained to provide assistance or perform a task that is integral to the person's treatment program, the animal may be considered a service animal.

Undue Hardship: Undue hardship is defined as more than minimal hardship and must be based on actual evidence of hardship and not merely assumptions or prejudices. Various factors are considered when assessing undue hardship including financial implications, health and safety risks, legitimate operational requirements, disruption to a collective agreement, and the potential of the accommodation to negatively impact workplace morale. In addition, the Manitoba Human Rights Commission considers the nature, size and scope of a business or organization directly to what is reasonable accommodation in the circumstances.