HARVARD
Accessibility Plan
:: June 2023 ::

TABLE OF CONTENTS

OVERVIEW

This Accessibility Plan is a comprehensive document that outlines our commitment to accessibility and our compliance with relevant regulations and legislation. It aligns with the Telecom and Broadcasting Regulatory Policy (CRTC 2021-215) and the Canadian Radio-television and Telecommunications Commission Accessibility Reporting Regulations, which were developed to ensure compliance with the Accessible Canada Act (S.C. 2019, c. 10).

We at Harvard Media want to work with our community to ensure that we are not only accessible, but actively welcoming and effectively empowering our entire community and we are committed to providing equal and barrier-free access to all individuals, including those with disabilities. We believe in creating an inclusive and accessible environment that respects the dignity and independence of every person.

DEFINITIONS

The Accessible Canada Act defines the following:

barrier means anything – including anything physical, architectural, technological, or attitudinal, anything that is based on information or communications or anything that is the result of a policy or a practice – that hinders the full and equal participation in society of persons with an impairment, including a physical, mental, intellectual, cognitive, learning, communication, or sensory impairment or a functional limitation. (obstacle)

disability means any impairment, including a physical, mental, intellectual, cognitive, learning, communication, or sensory impairment – or a functional limitation – whether permanent, temporary, or episodic in nature, or evident or not, that, in interaction with a barrier, hinders a person's full and equal participation in society. (handicap)

The CRTC Accessibility Reporting Regulations define the following:

employee means a person employed by a regulated entity referred to in paragraph 7(1)(e) or (f) of the Act and includes a dependent contractor, as defined in subsection 3(1) of the Canada Labour Code, but does not include.

(a) a person employed under a program designated by the employer as a student employment program; and

(b) a student employed solely during their vacation periods. (employee)

CONSULTATION & OUTREACH

Harvard Media's consultation approach focused on identifying accessibility barriers experienced by people living with many different types of disabilities. We are working on varied methods of engagement to meet the needs.

The information we gathered through the internal survey and advisory committee consultation enriched our learning experience and helped prioritize the actions that are central to our accessibility plan. As part of our consultation approach, we are:

- The Employee Resource Group will be established with team members who identify as people with disabilities and have experience with accessibility barriers, as well as team members experienced in the field of accessibility.

- <u>Accessibility Advisory Committee,</u> made up of all stakeholders. We had invited our volunteer members to support our company and all its stations' accessibility by participating in our accessibility survey. Through that, they provided their feedback. Those who provided feedback were invited to join the advisory committee.

  This committee had its first two meetings in the month of May 2023 and decided to convene at least four times a year, commencing July 1, 2023.

- Participate in the <u>Canadian Wireless Telecommunications Association (CWTA) consultation activities,</u> which include surveying, data collection, and virtual consultation sessions with persons with disabilities and organizations working within the disability community or within the disability sector in Canada.

ACCESSIBILITY PLAN

Created based on collective feedback through an open survey within Harvard Media, including all its stations and corporate offices and the suggestions of the advisory committee. Our Accessibility Plan outlines the actions we plan to take to identify, remove, and prevent barriers to accessibility.

There are ongoing activities that we must undertake to ensure we continue to make progress. We are committed to providing updates on our improvements annually. We will continue to adapt our plans as we identify new barriers and learn from our progress.

HARVARD ACCESSIBILITY STATEMENT

Harvard Media is committed to treating all people in a way that preserves their dignity and independence.

Our mission is to improve how Canadians engage with one another and the rest of the world, especially those with disabilities. A vital component is identifying, preventing, and removing barriers that people with disabilities face.

EXECUTIVE SUMMARY

Every action counts when it comes to accessibility. This includes but is not limited to our interactions with team members, customers, and business partners.

We live in a varied country, serve a diverse consumer base, and collaborate with a diverse set of people. As a result, we are dedicated to creating an inclusive, egalitarian, and accessible workplace in which all team members feel appreciated, respected, and supported.

We try to create a working atmosphere that promotes understanding and awareness of critical issues such as diversity and accessibility, with a focus on effecting positive change.

This steering committee is composed of team members of all employment levels, including senior executives. It plays an important role in enhancing the capacity and capabilities of Harvard Media, driving our multi-year training strategy, and supporting our feedback and consultation approach.

To help create this accessibility plan, Harvard Media held consultations with people within the organization and throughout each of our office locations. We conducted an internal survey to assist in

developing this accessibility plan, outline opportunities to identify, remove, and prevent barriers in the following:

- employment practices,
- built environment,
- information and communication Technologies,

EMPLOYMENT PRACTICES

We are committed to creating and maintaining a workforce that reflects Canada, and that includes improving the representation of people with disabilities.

Accessibility for current employees is one thing, and we cannot overlook measures for external candidates. Our goal is to ensure that all applicants are comforted in knowing that Harvard Media can and is willing to meet their needs. We will have to ensure that we have, ramps/handrails, an accessible entrance, doors wide enough for wheelchairs, accessible restrooms and elevators, and accessibility at the place of application and interview, along with an open mind towards requests that we have not yet taken into consideration.

To ensure accessibility best practices, Harvard will plan and focus on providing training to the staff, such as training about accessibility and about communicating with people with different types of disabilities.

Inclusive Hiring and Career Development:
- Promote inclusive hiring practices that consider the qualifications and potential of candidates with disabilities.
- Offer equal opportunities for training, career advancement, and professional development.

THE BUILT ENVIRONMENT

Addressing barriers related to the built environment helps us ensure that people using our offices, buildings, and working spaces have barrier-free access. We will continue our efforts to retrofit existing spaces and improve planning for new buildings in the future. We will work with our team members to better understand, and address barriers experienced by people with disabilities.

Following are examples of some of the retrofits and improvements that were done in the past to our facilities:

- Adapting building entrances to improve accessibility (e.g., adding ramps and accessible entrances).
- Removing obstructions from interior paths.
- Installing universal and accessible washrooms.
- Installing wayfinding signage
- Dedicated fire alarm system that includes both audible alarms and visual notification devices. This ensures that individuals with hearing impairments or those working in loud environments can be alerted in case of a fire emergency.

What we're doing:
Our approach to improving the accessibility of our built environment is two-pronged: the prevention of new barriers and remediating existing barriers. The overarching objective is to find solutions to

improve the accessibility of our spaces. The following areas we will be working on are to improve accessibility.

- Implementing ergonomic furniture standards in individual workstations and collaborative workspaces upon request (e.g., adjustable height furniture, standup desks, soft seating)
- Improve wayfinding signage with integrated alternate formats (e.g., braille, embossed lettering).
- Adding designated accessible parking spots where parking is available.

SAFETY PRACTICES

Creating an inclusive and safe accessible work environment is essential to supporting the needs of every employee specially for people with disabilities.

Emergency Preparedness:
- Develop and communicate emergency evacuation plans that consider the needs of employees with disabilities.
- Assign designated individuals to assist employees with disabilities during emergency situations.

WORK ENVIRONMENT

When creating an accessibility plan that includes recreational activities, it's important to consider the diverse needs and abilities of individuals. Participation in recreational groups and physical activity is shown to reduce stress, anxiety, and depression. It also helps to support an employee in overcoming mental health challenges in the workplace, and it is important to provide a supportive and inclusive environment. Here are some key considerations and support measures we will work to adopt:

Recreational Room & Activities:
Having a recreational activities room in the office can be a great way to promote employee well-being, relaxation, and team building.

- Provide a variety of recreational equipment that can accommodate different abilities, such as board games with tactile features or Braille options.
- Include inclusive sports equipment like adaptive gaming consoles, or accessible gaming controllers.
- Designate a section of the recreational activities room as a quiet space for individuals who need a break from noise, sensory stimulation, or to reduce their anxiety.
- Conduct accessible mindfulness or meditation sessions that incorporate different techniques suitable for various abilities.
- Provide quiet spaces or meditation rooms that are sensory-friendly and wheelchair-accessible.
- Space where people can spend some time to relax, refresh, and come back to work.
- Employees can utilize the space for activities such as music and dance, book reading, or games,
- Organize inclusive social events, such as game nights, where accessible games and activities are available for everyone to participate in.
- Once-a-week/once-a-month social activity that all staff are invited and encouraged to attend, such as movie afternoon, game day, or a family meet to help get to know each other & network.

Workspace:
Creating an accessible workspace is crucial for promoting inclusion and accommodating the needs of

individuals with disabilities. Here are some plans for improving workspace accessibility:

Physical Accessibility & Ergonomic Considerations

- Adjust desk heights or provide adjustable chairs and ergonomic workstations to support employees' comfort and reduce physical strain and to accommodate different physical needs upon request and when required.
- Create wide pathways and clear clutter to allow for easy navigation.
- Consider the accessibility of technology, including adjustable monitor heights and adaptive input devices.

INFORMATION AND COMMUNICATION TECHNOLOGIES

By addressing information and communication technology-related barriers, we can achieve a high standard for digital accessibility. We apply a continuous improvement approach that endeavors to keep pace with technological advancements in our society. Our actions include plans to identify and resolve barriers found on our websites, networks, and computer systems.

Ongoing and to do:

- Continue to improve websites and applications to enhance accessibility.
- Adopt universal design principles and best practices in digital accessibility.
- Work with content providers, partners, and vendors to improve accessibility features and ensure they are maintained.
- Continue to simplify our processes and use language that is concise and easy to understand.
- Continue to evaluate the accessibility of the information and communications technologies we use when addressing both internal and external audiences.
- Implement accessibility guidelines about "captioning" for website design, document creation, and digital content.
- Use closed captioning for live broadcasts, online posts of employee communications (e.g., all-staff virtual meetings).
- Transcripts/meeting notes are provided following corporate all-staff meetings.
- Generating awareness of the importance of accessibility through the publication of internal articles and corporate communications.

CONCLUSION

We believe we can make a real difference for people with disabilities by addressing the barriers described in our accessibility plan. Our services are powerful tools that can advance how all Canadians connect with each other and the world. We are motivated by the opportunity to improve accessibility for our customers and team members, and to do our part to realize a barrier-free Canada.

As we implement our plan, we will continue to work with and consult with people with disabilities. We will publish an updated Accessibility Plan every three years and communicate updates by publishing interim progress reports every year in between, in accordance with the ACA.