



HARVARD

Accessibility Plan

Progress Report

| Reporting Period : June 2023 - May 2024
| Submission Date: June 1, 2024

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OVERVIEW

This progress report outlines the advancements and ongoing efforts of Harvard Media Inc. to fulfill our commitments as laid out in our Accessibility Plan submitted to the CRTC in June 2023.

Our ongoing commitment to accessibility aligns with the Telecom and Broadcasting Regulatory Policy (CRTC 2021-215) and the Canadian Radio-television and Telecommunications Commission Accessibility Reporting Regulations under the Accessible Canada Act.

KEY PROGRESS AREAS

Accessibility Advisory Committee:

- **Meeting Schedule:** The committee convened four times as planned on:
 - **July 15, 2023:** Initial planning and review of the Accessibility Plan.
 - **October 10, 2023:** Discussion on progress and challenges, and feedback from stakeholders.
 - **January 12, 2024:** Mid-year review and adjustment of priorities.
 - **April 15, 2024:** Final meeting before the annual report, focusing on reporting and future goals.
- **Meeting Notes:** Each meeting focused on reviewing accessibility initiatives, gathering feedback, and planning future actions. Key topics included enhancing workplace accessibility, improving digital communication tools, and refining our emergency preparedness plans.

Employee Resource Group:

- **Current Status:** As of this report, we do not have any employees with disabilities in our company. We continue to foster an inclusive environment and encourage the hiring of diverse talent, including individuals with disabilities.

Information and Communication Technologies:

- **Updates:** Our company website now includes comprehensive accessibility assistance features. We have implemented tools to enhance navigation for individuals with disabilities and provided information in accessible formats.
- **Accessibility Report:** The accessibility report is published on our website, ensuring transparency and providing an open channel for feedback from the general public.

Website and Digital Content:

- **Website Updates:** Enhanced accessibility features on our website, including text-to-speech options, high-contrast visuals, and keyboard navigation.

Ongoing Evaluations:

Conducted regular audits to ensure continuous improvement in digital accessibility.

- **Digital Accessibility:** We continue to improve our websites and applications to enhance digital accessibility, adhering to universal design principles.
- **Awareness:** Generated awareness about the importance of accessibility through internal articles and corporate communications.

PROGRESS ON ACCESSIBILITY INITIATIVES**Employment Practices:****Inclusive Hiring:**

- Continued to promote inclusive hiring practices.
- Trained HR staff on accommodating various disabilities during the hiring process.

Career Development:

- Ensured all training and professional development opportunities were accessible, including offering materials in accessible formats.

The Built Environment:

- **Improvements:** We have made significant progress in enhancing the accessibility of our physical spaces, including:
 - Installing ramps and accessible entrances.
 - Removing obstructions from interior paths.
 - Adding universal and accessible washrooms.
 - Improving wayfinding signage with braille and embossed lettering.

Safety Practices**Emergency Preparedness:**

- Developed and communicated detailed evacuation plans tailored to the needs of employees with disabilities.
- Assigned evacuation assistants and conducted drills to ensure readiness.

EXECUTIVE SUMMARY

At Harvard Media Inc., we are committed to creating an inclusive, equitable, and accessible workplace for all team members, clients, and business partners. This progress report details our advancements and ongoing efforts to fulfill our commitments outlined in our Accessibility Plan submitted to the CRTC in June 2023. Our initiatives align with the Telecom and Broadcasting Regulatory Policy (CRTC 2021-215) and the Canadian Radio-television and Telecommunications Commission Accessibility Reporting Regulations under the Accessible Canada Act.

CONCLUSION

Harvard Media remains committed to enhancing accessibility across all facets of our operations. We have made significant progress but recognize that ongoing effort and adaptation are crucial. The progress made over the past year reflects our commitment to this goal. We will continue to update and refine our Accessibility Plan, ensuring it evolves to meet the needs of all employees and community members. Our next steps include further improving digital accessibility, enhancing physical workspace adaptations, and maintaining robust consultation with our advisory committee and the broader disability community.

This progress report reflects our dedication to creating an inclusive and barrier-free environment, aligned with our mission to empower all individuals within our community.

Contact Information for Accessibility Issues and Feedback:

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For more details, visit our [Accessibility Page](#).

This progress report aims to succinctly cover the major achievements and ongoing efforts of Harvard. We will publish the next interim progress report in June 2025, in accordance with the Accessible Canada Act (ACA).