



# HARVARD **Accessibility Plan**

Reporting Period: Jan2025 – Dec 2025

Submission: Dec. 2025



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## OVERVIEW

This progress report highlights the steps Harvard Media Inc. has taken towards fulfilling our commitments outlined in our June 2024 Accessibility Plan submitted to the CRTC.

Our efforts remain aligned with CRTC 2021-215 and the Accessibility Reporting Regulations under the Accessible Canada Act.

Harvard Media is committed to building an accessible, inclusive and barrier free organization. We work closely with our community to ensure that our services and workplaces welcome, support and empower individuals of all abilities.

## KEY PROGRESS AREAS

### Accessibility Advisory Committee:

- **Meeting Schedule:**

In accordance with our Accessibility Plan and the requirements of the Accessible Canada Act and CRTC 2021-215, the Accessibility Advisory Committee.

- January 14, 2025:

Initial planning meeting for the upcoming year, including a review of the Accessibility Plan and confirmation of priorities for the year.

- April 16, 2025:

Review of progress to date, review any challenges and consideration of stakeholder and internal feedback from any affected employees.

- July 16, 2025:

Mid-year progress assessment and refinement of accessibility initiatives and timelines.

- October 14, 2025:

Final meeting prior to the preparation of the annual Accessibility Progress Report, with focus on performance measurement, documentation, and establishing goals for the next reporting period.

### **Meeting Focus and Key Themes**

Across all meetings, the Committee's work centered on:

- Monitoring and evaluating ongoing accessibility initiatives.
- Gathering feedback from staff and community stakeholders.
- Identifying and addressing accessibility barriers.
- Planning future initiatives to ensure continuous improvement.

#### **○ Key areas of discussion included:**

- Enhancing physical and workplace accessibility.
- Improving the accessibility and usability of digital communication tools.
- Strengthening emergency preparedness procedures to ensure inclusive response measures.

The committee continues to provide direction and oversight to ensure that accessibility considerations are integrated into all operational and strategic planning activities.

### **Information and Communication Technologies:**

- As of this reporting period, the company does not have any employees who have disclosed disabilities. Nevertheless, we remain committed to fostering an inclusive work environment and actively encourage the recruitment of diverse talents, including individuals with disabilities.

### **Updates:**

- Our company website now features comprehensive accessibility support tools. These enhancements improve navigation for individuals with disabilities and ensure that key information is available in accessible formats.

### **Accessibility Report:**

- We have published a detailed accessibility report on our website to maintain transparency and to provide an open channel for feedback from the general public regarding accessibility improvements.

### **Website and Digital Content:**

- We have implemented several enhancements to improve accessibility across our digital platforms, including:

- Test-to-speech functionality.
- High-contrast visual options.
- Full keyboard navigation support.

Ongoing accessibility evaluations and audits are conducted regularly to ensure continuous improvement.

**Digital Accessibility:**

- We continue to refine our websites and digital applications to support universal design principles and to improve overall accessibility for all users.

**Awareness:**

Internal communications and corporate publications have been used to raise awareness about the importance of accessibility and to promote best practices across the organization.

## PROGRESS ON ACCESSIBILITY INITIATIVES

**Employment Practices****Inclusive Hiring**

- Continued promotion of inclusive hiring policies.
- Human Resources department received training on accommodating a wide range of disabilities throughout the hiring process.

**Career Development:**

- Ensure all training and professional development opportunities are accessible.
- Made learning materials available in accessible formats upon request.

**The Built Environment****Improvements:**

Significant upgrades were made to enhance physical accessibility:

- Installation of ramps and accessible entrances.
- Removal of obstructions on walking paths.
- Addition of universal and accessible washrooms.
- Improved wayfinding signage, including braille and embossed lettering.

**Safety Practices:****Emergency Preparedness:**

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

## EXECUTIVE SUMMARY

At Harvard Media, we believe that every action contributes to creating a more accessible world. This commitment extends to how we interact with our team members, customers, and business partners.

We operate in a diverse country, serve a diverse audience, and collaborate with people from a wide range of backgrounds and experiences. In recognition of this, we are dedicated to fostering an inclusive, equitable, and accessible workplace where all team members feel valued, respected, and supported.

Our goal is to cultivate a work environment that promotes awareness and understanding of key issues such as diversity, inclusion, and accessibility – while driving meaningful and lasting positive change.

To support this commitment, Harvard Media established a steering committee composed of employees at all levels, including senior leadership. This committee plays an essential role in strengthening the organization's capacity, guiding our multi-year accessibility and training strategy, and informing our consultation and feedback processes.

In developing this Accessibility Plan, Harvard Media conducted consultations across the organization and at all office locations. We also carried out an internal survey to identify opportunities to remove, prevent, and reduce barriers in the following areas:

- Employment Practices.
- The built environment.
- Information and communication technologies.

## CONCLUSION

Harvard Media remains committed to strengthening accessibility across all areas of our organization. While we have made meaningful progress over the past year, we recognize that accessibility requires continuous effort, reflection, and innovation. Our advancements to date demonstrate our ongoing dedication, and we will continue to update and refine our Accessibility Plan to ensure it evolves alongside the needs of our employees, audiences, and community partners.

Our next steps include further enhancing digital accessibility, expanding physical workspace adaptations, and maintaining strong engagement with our Accessibility Advisory Committee and the broader disability community. These actions will help us build an environment that is both inclusive and barrier-free, fully aligned with our mission to empower every individual we serve.

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