



Accessibility Policy

Our mission

The mission of The Canadian Payroll Association (CPA) is payroll leadership through advocacy and education.

Our commitment

In fulfilling our mission, the Canadian Payroll Association will make every reasonable effort to ensure our policies, practices and procedures are consistent with the principles of dignity, independence, integration, and equal opportunity by:

- Ensuring that everyone is treated fairly and consistently;
- Using alternative methods when possible to ensure that individuals with disabilities have access to the same opportunities, services, and programs, in the same place and in a similar manner;
- Taking into account individual needs; and
- Communicating in a manner that takes into account the individual's disability.

The *Accessibility for Ontarians with Disabilities Act, 2005* set various standards and deadlines to increase accessibility by 2025. The CPA is committed to meeting all applicable deadlines and will be incorporating changes as indicated by the Act.

Standards of Practice

The Canadian Payroll Association is committed to excellence and we will carry out our functions and responsibilities in the following areas:

Accessibility Plan

The CPA has a comprehensive accessibility plan to ensure that we are identifying and meeting the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005* and the outlined standards.

Communication

The CPA communicates with people with disabilities in ways that take their disability into account.

The CPA is committed to ensuring that our information, policies, programs, and practices are available in formats that take into account an individual's disability.

The CPA trains staff, volunteers, and others on how to interact and communicate with people with various types of disabilities.

Assistive devices

Persons with disabilities may use their own assistive devices. The CPA ensures that our staff, volunteers, and others are familiar with various assistive devices that may be used by individuals with disabilities.

Training

The CPA trains staff, volunteers, and others on understanding the importance of Human Rights as it relates to individuals with disabilities.

The CPA provides training as changes to policies, practices, and processes occur in alignment with the *Accessibility for Ontarians with Disabilities Act, 2005*.

Modifications to this or other policies

The CPA is committed to developing policies that respect and promote the dignity and independence of people with disabilities. Therefore, no changes will be made to this policy before considering the impact on people with disabilities. Any policy of the Canadian Payroll Association that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

The *Accessibility for Ontarians with Disabilities Act, 2005* set various standards and deadlines to increase accessibility by 2025. As these standards become applicable, the CPA updates its practices to ensure compliance with the Act. Additional policies are available to include more detailed information on our specific practices and processes, such as our *Accessible Customer Service Policy (Approved by the Board of Directors December 2012)*.

Notice and availability

This policy is available upon request and in a format that will take into account the individuals disability. Notification will be given by posting the information in a conspicuous place owned and operated by the Canadian Payroll Association and on our website.

Questions about this policy

If anyone has a question about this policy, or if the purpose of the policy is not understood, please contact Accessibility Coordinator of the Canadian Payroll Association for further explanation.