

**Gallery 44 Centre for Contemporary Photography**  
**Accessibility Policy**

---

Sponsor: Board of Directors and Executive Director

Summary: Describes Gallery 44's accessibility policy as related to the Accessibility for Ontarians with Disabilities Act.

---

Gallery 44 is dedicated to providing an inclusive and welcoming space for all people who are d/Deaf or have a disability. We acknowledge that accessibility is rooted in a culture of mutual care and interdependence and should be led by people with lived experience. We are committed to improving accessibility and safety in our physical spaces including our galleries, facilities and office, as well as employment and communication practices, and virtual spaces.

Gallery 44 has put the following policy into practice in compliance with [Accessibility for Ontarians with Disabilities Act](#). We are committed to training staff on Ontario's accessibility laws and on all accessibility aspects of the [Human Rights Code](#), consistent with the core principles of independence, dignity, integration and equal opportunity for people who are d/Deaf or have a disability.

In addition to this policy, Gallery 44 maintains an active procedural document that helps us to respond to community input. We aim to consistently work toward our accessibility goals, both short and long-term. We understand that accessibility is an ongoing process that requires mutual learning to be successful; community feedback is integrated into the procedural document, allowing it to evolve as we work cooperatively with the community.

**Application:**

1. This policy applies to all Gallery 44 employees, members and the Board of Directors. It addresses the needs of employees, Board members, volunteers, community participants and contractors.
2. The policy extends beyond Gallery 44's facilities, galleries and office to include:
  - 2.1 any place where Gallery 44's activities are being conducted;
  - 2.2 at Gallery 44 sponsored social gatherings and events; and
  - 2.3 while travelling on Gallery 44 business, attending conferences, seminars or meetings.

**3. Training:** Access training will be ongoing and provided in a way that constitutes regular check-ins in order to best suit the duties of Board, staff and volunteers and to reflect our commitment to equity, inclusion and accessibility for all persons.

**4. Communication:** G44 is committed to communicating with people with different access needs. We will take individual accommodation needs into account to make sure that everyone who uses our space, services, or works with us is treated with respect.

When asked and when possible, we will provide information and communications materials in accessible formats or with communication support. This includes publicly available information about our services, facilities and programming, as well as publicly available emergency information.

**5. Feedback:** G44 invites feedback on our delivery of service in-person, by telephone, in writing, by e-mail or through our website. Feedback will be reviewed by and acknowledged by staff within 14 days, and a summary of quarterly feedback will be reported to the AIAC for implementation within our greater access strategy.

**6. Assistive devices:** G44 welcomes all visitors, users, employees and members to use any personal assistive devices while on our premises.

**7. Service animals and support persons:** We welcome onto our premises service animals and support persons. No additional fees, including but not limited to, workshop fees or costs to attend a program, will be incurred for support persons.

**8. Employees:** In compliance with the AODA, Gallery 44 will apply the following employment standards. Employees may begin accessing accommodations at any point in their employment.

### **8.1 Recruitment**

Gallery 44 will;

8.1.1 notify applicants about the availability of accommodation in the position, and offer a list of possible accommodations.

8.1.2 advertise on the Gallery 44 website or on job postings that Gallery 44 welcomes and encourages applications from people who are d/Deaf and people with disabilities.

8.1.3 state that accommodations are available (at point of contact with interviewees).

8.1.4 consult with the applicants to provide appropriate accommodations when requested.

### **8.2 Hiring**

Gallery 44 will;

8.2.1 notify the successful applicant of Gallery 44's workplace policies and procedures for accommodating employees with disabilities.

8.2.2 specify whom the applicant should contact if they wish to request an accommodation.

8.2.3 encourage the applicant to make any request as soon as possible.

8.2.4 implement the appropriate accommodations prior to the applicant's employment start date.

### **8.3 Career development**

When an employee using accommodations is promoted, transferred to new positions, or receives performance reviews, Gallery 44 will;

8.3.1 accommodate the needs of the employee as they learn new job tasks or the responsibilities of new positions.

8.3.2 provide access to documents, coaching and feedback in the formats that work best for the employee.

G44's Equity Policy stipulates that we are an equal opportunity employer. For further information on our employment and recruitment policies, see the [Equity Policy](#) and the Human Resources Policy.

#### **Limitations:**

Gallery 44 is a small organization that occupies two suites in a large heritage building with some external access restrictions. Gallery 44 will seek to reasonably address physical accessibility issues within our two suites, where possible and as they arise.

#### **Linked Policies:**

Equity Policy

Human Resources

Adopted: September 29 2021

Next Scheduled Date of Review: September 2024