

Policy Manual

Operational Policy

Operational Policy 33 (OP-33): Accessible and Inclusive Events

Adopted by: Board of Directors

Adopted on: January 14, 2025

Summary:

This policy ensures that all events of the union are accessible and inclusive for participants of all abilities. It establishes a framework to remove barriers to ensure that accommodations are seamlessly integrated into event planning and execution. This commitment guarantees that every participant can fully engage and enjoy the event without barriers, reflecting the union's dedication to inclusivity and accessibility.

Policy:

- I. It is the responsibility of the individual committee and their staff person to ensure that all their events adhere to the following policy.
 - i. Any costs incurred in providing accommodations shall be considered activity expenses and covered by the Union as part of the activity to which it applies.
 - ii. Promotional materials shall indicate that the activity is accommodation-friendly and specify a contact person for accommodation requests.
- II. Registration forms shall include clear options for participants to request specific accommodations and capture detailed accommodation needs and sensitivities as well as include reminders in registration confirmations to inform attendees about accommodation options and who to contact.
- III. Detailed directions, including accessibility information, shall be distributed in writing prior to the activity.
- IV. Activities shall include:
 - i. Wheelchair-accessible entrances, pathways, and washrooms.
 - ii. Availability of a gender-neutral washroom.
 - iii. Proximity to accessible parking and public transportation.
 - iv. Allowances for guide dogs and medical support animals
 - v. Digital platforms that allow for closed captioning.

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- vi. Food items clearly labelled with food allergen and dietary options
- V. This policy shall be communicated to all activity partners during the partnership agreement process and partners shall be required to adhere to this policy and ensure their contributions align with TRUSU's accessibility standards.
- VI. Compliance with this policy shall be monitored, and guidance shall be provided as necessary.