

Accessibility Policy

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Our company's accessibility policy outlines our provisions for people with disabilities. We want to make our premises, services, products and equipment available to all people respecting their individual needs, dignity, independence and equal opportunity.

Scope

This policy applies to all members and contractors of Lightbox Productions Incorporated, as well as visitors.

Policy Elements

We have taken actions to ensure that people with disabilities will be able to move about safely and easily and make full use of our facilities. As Lightbox Productions does not currently (as of October 2019) own any of its own facilities, we endeavour to use spaces and venues that have their own provisions in place.

Disabilities that this policy refers to include but are not limited to:

- Conditions that require the use of a wheelchair or other movement support device or mechanism
- Physical impairments that obstruct everyday activities (e.g. opening doors, walking up the stairs, reading signs etc.)
- Visual, hearing, speech or mental impairment
- Conditions that require assistance or constant medical care.
- Other conditions are subject to the company's judgement and will be considered individually.

We aim to have several provisions for people with disabilities. We aim to have:

- Reserved parking spots for people with disabilities.
- Implemented accessible formats in our everyday communication (e.g. screen reader friendly website.)
- Chosen to work with venues that have their own provisions in place for people with disabilities and accessibility requirements

We allow assistive devices, service animals and support persons to be in our company's premises for as long as their services are needed. In areas where animals are prohibited either by law or because of company policy, we will open discussions to work out other arrangements

We encourage anyone who encounters any problems, malfunctions or deficiencies to report them to the Producer of the event they are a part of, the Vice President in their capacity as Equity and Access officer, or the committee.

This document was developed utilising and adapting content from:

<https://resources.workable.com/accessibility-company-policy>

Disciplinary action

Members who don't adhere to the present policy will face disciplinary action up to and including termination of membership. Example reasons for termination include (but are not limited to) discrimination or breach of policy.