Accessibility Plan and Policies for Holland Area Arts Council

This 2016 accessibility plan outlines the policies and actions that the Holland Area Arts Council ("HAAC") have/will put in place to improve opportunities for people with disabilities.

Statement of Commitment

HAAC is committed to treating all people in a way that allow them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Americans with Disabilities Act

Accessible Emergency Information

HAAC is committed to providing the members, students, and visitors with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

Training

HAAC will provide training to employees, volunteers and other staff members on ADA accessibility laws. Training will be provided in a way that best suits the duties of employees, volunteers and other staff members.

HAAC will take the following steps to ensure employees are provided with the training needed to meet ADA requirements.

- Employees will be trained when changes are made to the accessibility policy as soon as practicable
- New employees and volunteers will be trained during Orientation (Employee handbook)

Information and Communications

HAAC is committed to meeting the communication needs of people with disabilities. We will consult with our local Disability Network to determine their information and communication needs.

- Consult with internal marketing personnel and website developer to ensure understanding and implementation of the required technical standards.

HAAC will take the following steps to make sure existing feedback processes are accessible to people with disabilities upon request

- Conduct a review of all feedback processes across the organization (internally and externally)
- Determine what/how accessible formats and communication supports we will provide upon request
HAAC will take the following steps to make sure all publicly available information is made accessible upon request.

- Determine what accessible formats and communication supports we will provide to persons with disabilities

**Recruitment**

HAAC is committed to fair and accessible employement practices.

We will take the following steps to notify the public and staff that, when requested, HAAC will accommodate people with disabilities during the recruitment and assessment processes and when people are hired.

(a) Notice to Successful Applicants

When making offers of employment, HAAC will notify the successful applicant of its policies for accommodating employees with disabilities.

(b) Informing Employees of Supports

HAAC will continue to inform its employees of its policies (and any updates to those policies) used to support employees with disabilities, including policies on the provision of job accommodations that take into account an employee’s accessibility needs due to disability. This information will be provided to new employees as soon as practicable after commencing employment.

**Return to Work Process**

HAAC maintains a documented return to work process for its employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work. The return to work process outlines the steps HAAC will take to facilitate the return to work and will include documented individual accommodation plans as part of the process.

**Performance Management, Career Development and Advancement & Redeployment**

HAAC will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement to employees, or when redeploying employees.

**For More Information**

For more information on this accessibility plan, please contact Executive Director at:

Phone: (616) 396-3278
Email: helpdesk@hollandarts.org
Assistance in compiling this plan was provided by the Disability Network, Lakeshore.

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