

 <b>BRANDON UNIVERSITY</b>	<b>Assistive Devices Policy</b>	<b>First Approved:</b> November 26, 2016
<b>Board of Governors Policy</b>	<b>Approved by</b> <i>Board of Governors</i> <b>Administered by</b> <i>President &amp; Vice-Chancellor</i> <i>through:</i> <i>Vice-President (Administration &amp; Finance),</i> <i>Vice-President (Academic &amp; Provost) and</i> <i>Chief Human Resources Officer</i>	<b>Updated:</b>  <b>Reviewed:</b>

This policy shall govern Brandon University as it supports and promotes accessibility for all members of the University community, including those with disabilities who require assistive devices.

### 1.0 Scope

This policy applies to:

- All students (full-time, part-time), all employees (full-time, part-time, casual, contract), volunteers, and visitors to the campus.
- All other persons who provide goods, services or facilities on behalf of the University.

### 2.0 Policy

#### 2.1 Purpose of Policy

The purpose of this policy is to establish Brandon University’s commitment to providing accommodations for its employees, students and visitors as required, based on the grounds protected by Manitoba’s provincial human rights law, *The Manitoba Human Rights Code*. Brandon University welcomes persons with disabilities to use their own personal assistive devices as they are reasonably required to access the university.

This policy will identify assistive devices which help a person with a disability to do everyday tasks and activities. Accommodations requiring assistive devices may include, but are not limited to:

- Communication services: including captioning, converting print to braille, audiotapes or enlarged print;
- Human support services: including personnel to assist with the accommodation such as sign language or oral interpreters, readers or attendants;
- Technical aids and devices: including remote control door openers, braille computer printers, optical character recognition systems, keyboard adaptations and the training associated with the use of these devices;
- Workplace modifications: including physical or technological modifications to a workspace such as adjustable furniture, handrails and retrofitted spaces; and

- Ergonomic modifications: including equipment or task modifications to allow the employee to do the essential duties of their job.

## 2.2 Statement of Intent

Brandon University recognizes the diversity of its students and employees and is committed to providing a learning and working environment in which all members of the University community are treated in a fair and equitable manner while respecting the inherent dignity of all people. The University acknowledges its responsibility to remove barriers in accordance with *The Accessibility for Manitobans Act*. When an accommodation requires the implementation of assistive devices, Brandon University will also achieve higher levels of accessibility.

## 3.0 Definitions

- 3.1 *The Accessibility for Manitobans Act*:** Under this legislation, the Government of Manitoba has mandated that public sector organizations, such as universities, help remove barriers by providing a more encouraging and welcoming environment for all students, faculty and staff.
- 3.2 *Manitoba Human Rights Code*:** provincial legislation which prohibits unreasonable discrimination in areas such as employment, housing, accommodation, the provision of services or contracts, and signs and notices.
- 3.3 *Disability*:** as defined in *The Accessibility for Manitobans Act (AMA)*, disabilities may include, but are not limited to, blindness or visual impairment, deafness or hearing impairment, intellectual or developmental disabilities, mental health issues and chronic illness.
- 3.4 *Assistive devices*:** equipment or methods which assist a person with a disability to do everyday tasks. Devices can include but are not limited to: hearing aids, teletypewriters, scooters, walkers, magnifiers, communication boards, and speech-generating devices.

## 4.0 Accountability

The Vice-President (Administration & Finance) is responsible for the communication, administration and interpretation of this policy. The Vice-President (Academic & Provost) supports the communication, administration and interpretation of this policy.

The Vice-President (Administration & Finance) is responsible for advising the President and Vice-Chancellor that a formal review of this policy and secondary documents is required.

The Chief Human Resources Officer is a point of contact for reference and advice for employees and visitors. The Student Accessibility Coordinator is a point of contact for reference and advice for students.

## 5.0 Secondary Documents

The Chief Human Resources Officer or designate may approve procedures which are secondary to and comply with this policy.

## 6.0 Review

- 6.1 Formal review of the policy will be conducted every three (3) years. The next scheduled review date for this policy is January 2020.
- 6.2 In the interim, this policy may be revised or rescinded if the Board of Governors deems necessary or if there are changes within legislation which require such.
- 6.3 If this policy is revised or rescinded, all secondary documents will be reviewed as soon as reasonably possible to ensure that they:
  - 6.3.1 Comply with the revised policy; or
  - 6.3.2 Are in turn rescinded.

## 7.0 Previous Policies

- 7.1 This policy supersedes all previous Board/Senate policies on the subject matter herein;  
and
- 7.2 All previous administration policies on the subject matter contained herein.

## 8.0 Cross Reference

### 8.1 Sources

- 8.1.1 Manitoba Human Rights Commission  
<http://www.manitobahumanrights.ca/index.html>
- 8.1.2 Manitoba Human Rights Code  
<http://web2.gov.mb.ca/laws/statutes/ccsm/h175e.php>
- 8.1.3 The Accessibility for Manitobans Act  
[http://www.accessibilitymb.ca/pdf/accessibility\\_for\\_manitobans\\_act.pdf](http://www.accessibilitymb.ca/pdf/accessibility_for_manitobans_act.pdf)
- 8.1.4 Disability Issues Office <http://www.gov.mb.ca/dio/>
- 8.1.5 Personal Information Protection and Electronic Documents Act (PIPEDA)  
[https://www.priv.gc.ca/leg\\_c/leg\\_c\\_p\\_e.asp](https://www.priv.gc.ca/leg_c/leg_c_p_e.asp)
- 8.1.6 Freedom of Information and Protection of Privacy Act (FIPPA)  
[http://www.gov.mb.ca/chc/fippa/public\\_bodies/index.html](http://www.gov.mb.ca/chc/fippa/public_bodies/index.html)
- 8.1.7 Personal Health Information Act (PHIA)  
<http://web2.gov.mb.ca/laws/statutes/ccsm/p033-5e.php>
- 8.1.8 York University

### 8.2 Documents

- 8.2.1 *Workplace Accommodation Assistive Devices Procedure*
- 8.2.2 *Accommodation Request form*
- 8.2.3 *Accommodation Fund Guidelines and Application*