



Accessibility Policy

Our mission

The mission of the National Payroll Institute is payroll leadership through advocacy and education.

Our commitment

In fulfilling our mission, the National Payroll Institute will make every reasonable effort to ensure our policies, practices and procedures are consistent with the principles of dignity, independence, integration, and equal opportunity by:

- Ensuring that everyone is treated fairly and consistently;
- Using alternative methods when possible to ensure that individuals with disabilities have access to the same opportunities, services, and programs, in the same place and in a similar manner;
- Taking into account individual needs; and
- Communicating in a manner that takes into account the individual's disability.

The Accessibility for Ontarians with Disabilities Act, 2005 set various standards and deadlines to increase accessibility by 2025. The Institute is committed to meeting all applicable deadlines and will be incorporating changes as indicated by the Act.

Standards of Practice

The National Payroll Institute is committed to excellence and we will carry out our functions and responsibilities in the following areas:

Accessibility Plan

The Institute has a comprehensive accessibility plan to ensure that we are identifying and meeting the requirements of the Accessibility for Ontarians with Disabilities Act, 2005 and the outlined standards.

Communication

The Institute communicates with people with disabilities in ways that take their disability into account.

The Institute is committed to ensuring that our information, policies, programs, and practices are available in formats that take into account an individual's disability.

The Institute trains staff, volunteers, and others on how to interact and communicate with people with various types of disabilities.

Assistive devices

Persons with disabilities may use their own assistive devices. The Institute ensures that our staff, volunteers, and others are familiar with various assistive devices that may be used by individuals with disabilities.

Training

The Institute trains staff, volunteers, and others on understanding the importance of Human Rights as it relates to individuals with disabilities.

The Institute provides training as changes to policies, practices, and processes occur in alignment with the Accessibility for Ontarians with Disabilities Act, 2005.

Modifications to this or other policies

The Institute is committed to developing policies that respect and promote the dignity and independence of people with disabilities. Therefore, no changes will be made to this policy before considering the impact on people with disabilities. Any policy of the National Payroll Institute that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

The Accessibility for Ontarians with Disabilities Act, 2005 set various standards and deadlines to increase accessibility by 2025. As these standards become applicable, the Institute updates its practices to ensure compliance with the Act. Additional policies are available to include more detailed information on our specific practices and processes, such as our Accessible Customer Service Policy (Approved by the Board of Directors December 2012).

Notice and availability

This policy is available upon request and in a format that will take into account the individual's disability. Notification will be given by posting the information in a conspicuous place owned and operated by the National Payroll Institute and on our website.

Questions about this policy

If anyone has a question about this policy, or if the purpose of the policy is not understood, please contact the Accessibility Coordinator of the National Payroll Institute for further explanation.