

Organization:	Fit Active Beautiful Foundation	Policy No.	CE02-05
Policy Type:	Code of Conduct and Ethics	Approved Date:	April 21, 2026
Policy Title:	Accessibility Policy	Effective Date:	April 21, 2026

FIT ACTIVE BEAUTIFUL FOUNDATION ACCESSIBILITY POLICY

PURPOSE

Fit Active Beautiful Foundation (“FAB”) is committed to fostering an inclusive and accessible environment for all individuals, including employees, volunteers, and participants and members of the public interacting with FAB.

This policy outlines FAB’s commitment to identifying, removing and preventing barriers to accessibility and to ensuring that individuals with disabilities are able to fully participate in FAB’s programs, services and activities.

FAB will meet the requirements of the Accessibility for Ontarians with Disabilities Act (“AODA”) and the Ontario Human Rights Code and will provide accommodations in a timely and respectful manner, up to the point of undue hardship.

Undue hardship will be assessed in accordance with the Ontario Human Rights Code, considering factors such as cost, outside sources of funding and health and safety requirements.

DEFINITIONS

Disability is defined in accordance with AODA and the Ontario Human Rights Code. Disability includes:

- Any degree of physical disability, infirmity, malformation, or disfigurement.
- A condition of mental impairment or a developmental disability.
- A learning disability or dysfunction in understanding or using symbols or spoken language.
- A mental disorder.
- An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act.

This definition includes both visible and invisible disabilities, whether temporary, permanent, or episodic.

SCOPE

This policy applies to all employees and volunteers representing FAB, FAB participants and members of the public interacting with FAB.

RESPONSIBILITIES

All FAB directors and officers are responsible for the following:

- Ensuring accessibility policies are implemented and allocating necessary resources for compliance;
- Following this policy, completing the required training and reporting any barriers or accessibility concerns; and
- Supporting a culture of accessibility and inclusion within FAB.

The FAB Secretary is responsible for the following:

- Ensuring this policy is reviewed and approved by the Board at least every two years.

The FAB Executive Director is responsible for the following:

- Ensuring that accessibility training is provided as required and appropriate to roles and that records are retained;
- Making arrangements for alternate communication methods where requested;
- Receiving, acknowledging and responding to accessibility feedback and accommodation requests received through designated channels;
- Overseeing the removal of barriers and / or remediation of accessibility concerns when raised by employees, volunteers and or participants; and
- Reporting any accommodation requests that were declined due to undue hardship to the Board.

The FAB Office Administrator is responsible for the following:

- Providing administrative support associated with accessibility training, alternate communication channels, responding to accessibility feedback and removal of barriers.

All FAB employees and volunteers are responsible for the following:

- Following this policy, completing the required training and reporting any barriers or accessibility concerns.

PROCEDURES

Commitment to Accessibility

FAB is dedicated to providing services and programs in a manner that respects the dignity, independence, integration and equal opportunity of persons with disabilities.

FAB will:

- Provide equal opportunity for individuals with disabilities to access and benefit from our services;
- Communicate with individuals in a way that takes into account their disability;
- Provide or arrange for accessible formats and communication supports upon request, in a timely manner and at no additional cost, unless undue hardship exists;
- Welcome the use of assistive devices, service animals and support persons, in accordance with applicable legislation; and
- Take reasonable steps on an ongoing basis to identify, remove and prevent barriers to accessibility.

Communication

FAB will communicate with people with disabilities in ways that consider their disability. Accessible formats and communication supports will be provided or arranged upon request, in accordance with applicable legislation.

Assistive Devices

Individuals are welcome to use their personal assistive devices to access our services and programs.

Service Animals and Support Persons

Service animals are welcome, except where excluded by law. Support persons accompanying individuals with disabilities are also welcome.

Accommodation

FAB will provide accommodations in a timely and respectful manner, up to the point of undue hardship.

Anyone requesting an accommodation can contact the Executive Director through the following contact channels:

By Mail:

FAB

Attention: Executive Director
762 Upper James Street, Suite 178
Hamilton, Ontario L9C 3A2

By Email:

carol@iamfab.ca

By Phone:

(905) 570-2243

Individuals are encouraged to provide the following information:

- the nature of the barrier or need
- the specific accommodation requested
- how the accommodation will support participation

Upon receiving the request, the Executive Director will acknowledge receipt within 5 business days.

Accommodations will be implemented in a timely and respectful manner, barring undue hardship. The Executive Director may consult with the Executive Committee when reviewing accommodation requests.

Employment Accessibility

FAB will notify employees and job applicants of the availability of accommodations and will provide workplace accommodations in accordance with the Ontario Human Rights Code.

Training

All employees and volunteers will receive accessibility training as required under applicable legislation and appropriate to their roles and responsibilities.

Training will be provided as soon as possible after an individual joins FAB and on an on-going basis whenever there are policy changes.

FAB will maintain written records demonstrating who received training and when training was delivered.

Feedback Process

Feedback on FAB's accessibility services is encouraged. FAB's Executive Director is designated to receive accessibility feedback. Feedback can be directed to the following:

By Mail:

FAB

Attention: Executive Director

762 Upper James Street, Suite 178

Hamilton, Ontario L9C 3A2

By Email:

carol@iamfab.ca

By Phone:

(905) 572-2243

Feedback can be submitted anonymously if desired.

Feedback will be reviewed promptly, and acknowledgement of receipt will be provided within 5 business days.

Appropriate actions will be taken to address concerns raised, and individuals providing feedback will be informed of the outcome if contact information is provided.

Records of feedback and actions taken will be maintained for future reference and policy improvement.

Notice of Temporary Disruption

In the event of a planned or unexpected disruption to services, we will notify individuals promptly, including the reason, anticipated duration, and alternative options.

REVIEW AND REVISIONS

This policy shall be reviewed by the Board at least every two years or as required by legislative changes. Any amendments must be approved by the Board.