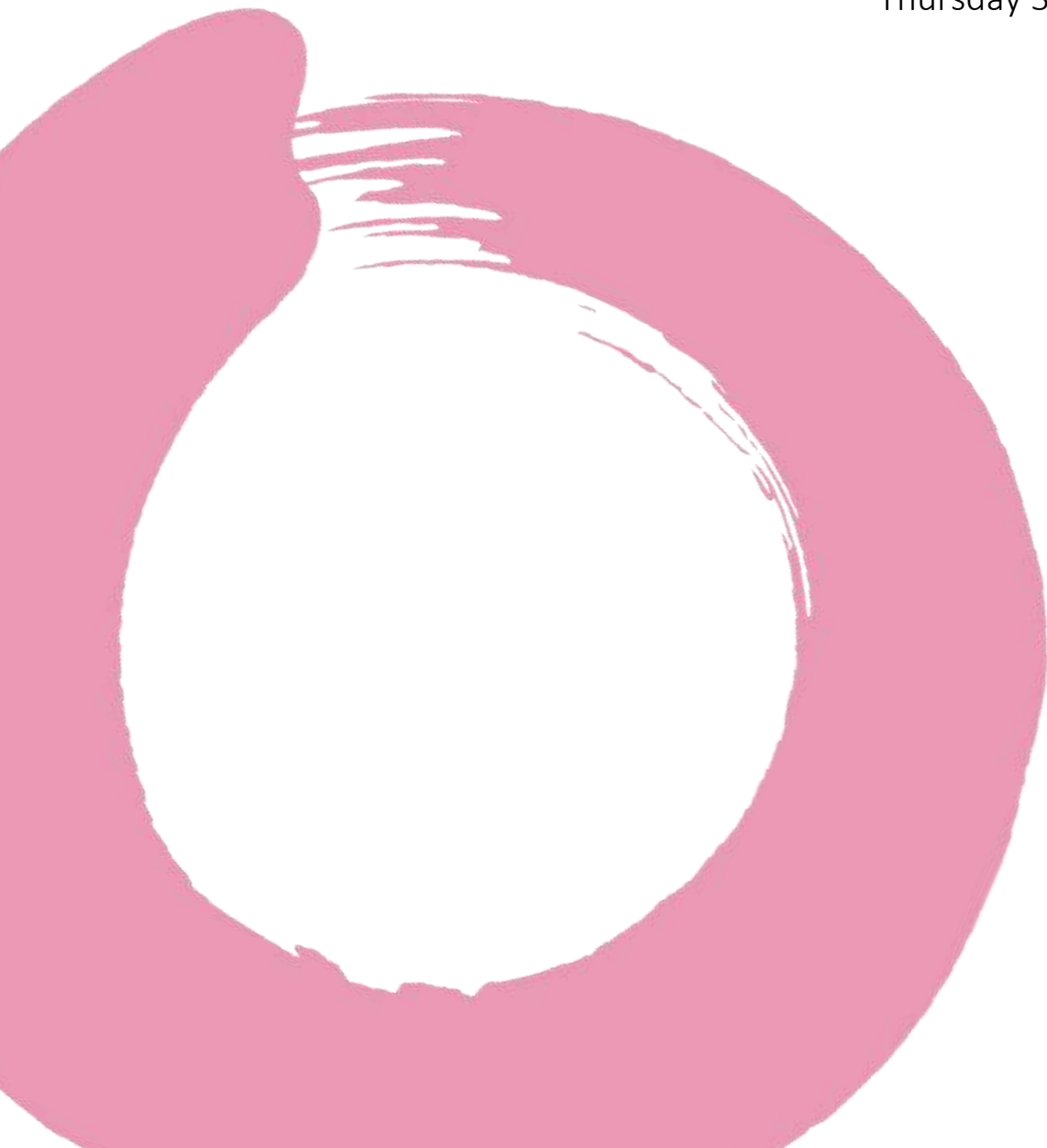


Disability & Accessibility Policy One Woman Project 2020-2025

Last updated by: Madeline Price, National Director
Thursday 3 December, 2020



1. Disability and Accessibility Policy

Introduction

This Disability and Accessibility Policy identifies the measures established within the One Woman Project to ensure our internal and external activities, workshops, meetings and communications are accessible to all.

The organisation may make alterations or additions to this policy from time to time. Should this be done, the organisation will update the policy document on the One Woman Project web site.

Policy

Accessible Online Events

When planning online events, the One Woman Project is committed to:

- Ensuring accessibility is factored into risk management and emergency planning for all events;
- Providing captions and text-based transcripts for online events;
- Providing a clear accessibility statement (including all accommodations) in the ticketing link;
- Ensuring at least one auxiliary aid is provided to all participants, including one (or more) of the following: Australian Sign Language interpreter; assistive listening devices; open or closed captioning services; verbatim print materials and/or notetakers;
- Ensuring print on powerpoint slides is at least 11 point font size and is of a clear, readable font style;
- Providing a PDF of the slides and plain text word document version of the slides (and other resources) in advance of the event;
- Ensuring moderators and facilitators at the commencement of events provide a visual clue as to what participants can see on the screen (ie; an audio description of the speaker/facilitator);
- Allowing all individuals to nominate any accommodations they require during the ticketing process;
- Ensuring there are multiple ways to register for all events, including: via email, online ticketing registration and via phone;
- Providing a captioned recording of the event within one week of conclusion;
- Providing the free registration of a companion for all individuals requiring accessibility, social or health support; and
- Ensuring all powerpoint slides are run through *Microsoft Powerpoint's Accessibility Checker* prior to distribution.

The One Woman Project acknowledges that:

- Online activities and events should be made accessible in the first instance, without individuals having to request accommodations, reflecting that those with a permanent disability may be aware of what they require for meaningful participation, whereas those with a temporary disability may not know how to request accommodations; and

- Proof of disability or the reasons for accessibility accommodations is not required.

Accessible Offline Events

When planning events, the One Woman Project is committed to:

- Ensuring accessibility is factored into risk management and emergency planning for all events;
- Providing a clear accessibility statement (including all accommodations) in the ticketing link;
- Providing designated parking spaces and ensuring nearby public transport includes accessible options;
- Ensuring building entrances for venues are wide enough for a wheelchair or scooter to pass through;
- Removing and reducing tripping and mobility hazards, including: gates, grilles, carpets, gravel, loose flooring, and cables, among others;
- Ensuring all tables and counters are low enough to accommodate people who use a wheelchair or people of short stature;
- Providing a variety of seating styles and choice of locations through the venue, including, but not limited to: spacing for wheelchairs and mobility aids, soft seats, low chairs and chairs without solid armrests;
- Ensuring at least one auxiliary aid is provided to all participants, including one (or more) of the following: Australian Sign Language interpreter; assistive listening devices; open or closed captioning services; verbatim print materials and/or notetakers;
- Ensuring all guest speakers and facilitators use microphones where attendance is above 20+ people;
- Ensuring all announcements made over a loud speaker are additionally delivered in text-based format;
- Ensuring print on powerpoint slides is at least 11 point font size and is of a clear, readable font style;
- Ensuring there is sufficient lighting available for people who may experience low vision;
- Ensuring some handouts are made available for people with limited or low vision, in a minimum 16 point font size in sans serif fonts, avoiding all uppercase text and using gloss-free paper;
- Ensuring moderators and facilitators at the commencement of events provide a visual clue as to what participants can see (ie; an audio description of the speaker/facilitator);
- Ensure all venues have access for a service dog, and available water, shade and grass;
- Ensuring accessible bathrooms, and that multiple accessible bathrooms are provided;
- Allowing all individuals to nominate any accommodations they require during the ticketing process;
- Ensuring there are multiple ways to register for all events, including: via email, online ticketing registration and via phone;
- Ensuring all speakers/moderators provide a verbal explanation of the layout of the venue at the start of the event, including the layout of the room, directions to bathrooms, breakout rooms and fire exits;
- Providing a low-sensory room at all events;
- Avoiding strobe lighting and/or flashing lights;
- Providing a wheelchair ramp to the stage;
- Providing adjustable height microphones and/or lapel microphones;

- Ensuring a hearing loop is available;
- Providing the free registration of a companion for all individuals requiring accessibility, social or health support;
- Ensuring all offline events are additionally accessible in at least one online location (ie; livestreaming, or through a recorded activity distributed after the event);
- Ensuring all powerpoint slides are run through *Microsoft Powerpoint's Accessibility Checker* prior to distribution;
- Providing a captioned recording of the event within one week of conclusion; and
- Providing a PDF of the slides and plain text word document version of the slides (and other resources) in advance of the event.

The One Woman Project acknowledges that:

- Offline activities and events should be made accessible in the first instance, without individuals having to request accommodations, reflecting that those with a permanent disability may be aware of what they require for meaningful participation, whereas those with a temporary disability may not know how to request accommodations;
- Proof of disability or the reasons for accessibility accommodations is not required;
- When planning for mobility, consideration must be given to more than just wheelchairs, including, but not limited to: scooters, walkers and canes; and
- Not all mobility challenges are solved by ramps, and portable lifts may provide better access for some individuals.

Accessible Communications

The One Woman Project is committed to:

- Understanding and working within the framework of the social model of disability;
- Engaging in [person-centred and person-first language around disability](#) (except when identity-first language is requested and/or preferred by the individual);
- Ensuring our website includes:
 - Text descriptions for all images;
 - Text descriptions for images containing words, phrases and text;
 - Large buttons and increased spaces between buttons for people of low vision or challenges with mobility;
 - A logical heading structure to aid in navigation;
 - Accessibility by keyboard (in addition to mouse-led interaction);
 - Link text that is properly descriptive;
 - Word document and PDF versions for all uploaded resources;
 - No background audio;
 - Data tables with header cells marked appropriately;
 - Forms which have a logical structure and proper markup;
 - True headings and consistent heading hierarchy;
 - Links to documents include the file type and document size;
 - More than one way to find information (search/sitemap/navigation);
 - Ensure readability through:
 - Clear, simple, inclusive language aimed at the intended audience;

- Left-aligned or justified text;
 - Sans serif fonts (such as Arial or Veranda);
 - Real text, not images of text;
 - Expand acronyms on first use;
 - Avoid excessive use of bold, capitals, italics and underlines;
 - Avoid very small font sizes; and
 - Links should be underlined and in a colour that stands out;
- Content reviewed and revised under [Vision Australia's Colour Contrast Analyser](#);
- Ensuring all communications include:
 - Video captions and transcripts;
 - Where a video is posted, two versions are available – one with and one without background audio;
 - Text descriptions for all images;
 - Text descriptions for images containing words, phrases and text;
 - Link text that is properly descriptive;
 - Capitalisation within hashtags; and
 - Data tables with header cells marked appropriately.