

DAUPHIN BROADCASTING

ACCESSIBILITY PLAN POLICY

Intent

Dauphin Broadcasting Company, operating as CKDM is committed to providing a barrier-free environment for all stakeholders, including clients, employees, job applicants, suppliers, and any visitors who enter the premises, access information provided by the company, or use the company's goods and services.

The company will work to identify and remove barriers for persons with disabilities as they relate to employment, communication and the built facility. This policy outlines the company's accessibility plan and strategy for identifying, removing, and preventing these barriers in the future.

General

Contact to receive feedback for the Dauphin Broadcasting Accessibility Plan:

Human Resources Manager
PO Box 568, Dauphin MB, R7N 2V4
204-638-3230
ckdm.office@730ckdm.com

Executive Summary

As a Canadian company operating as CKDM, we serve primarily the Parkland area.

We generously give back to our communities by raising money and providing promotional radio/on-line resources to organizations that support accessibility for persons with disabilities. We help promote fundraising campaigns for these organizations.

Internally, we seek to remove barriers to employment in areas such as our recruiting practices, gradual return to work policies for short and long-term disability cases.

Dauphin Broadcasting solicits feedback/comments from the public in order to provide the best possible plan regarding accessibility.

Definitions

Barrier: Anything physical, architectural, technological, or attitudinal, anything that is based on information or communications, or anything that is the result of a policy or a practice that hinders the full and equal participation in society of a person with an impairment, including a physical, mental, intellectual, cognitive, learning, communication, or sensory impairment, or a functional limitation.

Disability: Any impairment, including a physical, mental, intellectual, cognitive, learning, communication, and sensory impairment, or functional limitation that is either permanent or temporary. It can be evident or not in interaction with a barrier to hinder a person's full and equal participation in society.

GUIDELINES

Accessibility Plan

The accessibility plan includes an overview of our policies, programs, practices, and services in relation to the identification and removal of barriers and the prevention of new barriers. This plan will be updated every three years or sooner if necessary.

The accessibility plan has included an invitation for public consultation via feedback forms on our local internet site. We intend to continue consultations with persons with disabilities on an ongoing basis. Dauphin Broadcasting adheres to all requirements made by regulation in the development and ongoing maintenance of the accessibility plan.

The accessibility plan is offered in any of the following formats upon request: Print, Large print, Audio and Electronic.

Requests to receive an accessibly formatted version of the Dauphin Broadcasting Accessibility Plan are available by phone, email or via the Accessibility Feedback sections on CKDM's home page. The accessibility plan will be provided within 30 days after the day the request was received.

AREAS OF ACCESSIBILITY

Our Employment Practices

Management is aware of the *Accessible Canada Accessibility Plan*. Our online job postings state that, **Dauphin Broadcasting is committed to providing a fair and equitable work environment and encourages** applications from qualified women, men, visible minorities, Indigenous peoples, and persons with disabilities. We provide training on fair selection practices to our hiring personnel.

We continue to seek input, work to identify and eliminate employment barriers when they are identified. Our goal is to identify barriers and make recommendations to management on how to eliminate the barriers.

Reasonable timelines are established for eliminating barriers when identified.

Our Environment

Management seeks input on our built environment as well as information technology (ICT) and communications other than ICT (verbal/signage) from our staff, our listeners, and our clients. Our goal is to identify barriers and make recommendations to management on how to eliminate the barriers. Reasonable timelines will be established for eliminating, when barriers are identified.

Our Processes to Procure Goods and Facilities

Management will seek input on our procurement process from our suppliers, listeners, and clients. Our goal is to identify barriers and Reasonable timelines will be established for eliminating when barriers are identified.

Our Design and Delivery of our Programs and Advertising Services

Management will seek input on how we design and deliver our radio programs, online features, and our advertising services with regard to accessibility. Our goal is to identify barriers and determine the best course of action on how to eliminate them. Reasonable timelines will be established for eliminating when barriers are identified.

Our Transportation Considerations

Management will seek internal and external input on our use of transportation with regard to accessibility. Our goal will be to identify barriers and determine the best course of action on how to eliminate them. Reasonable timelines will be established for eliminating when barriers are identified.

PRINCIPLES OF ACCESSIBILITY

Dauphin Broadcasting supports and believes in the principles of the Accessible Canada Act. We believe that being an equitable and accessible company advances our Company's core purpose:

we exist to provide a safe and inclusive work environment

When establishing policies and/or changes to the physical location, Dauphin Broadcasting takes into account the principles of the Accessible Canada Act. We currently take reasonable steps to remove and prevent barriers to provide accessibility for all persons, and will continue to observe these principles.

Some existing initiatives are:

- Equitable hiring practices.
- Providing a gradual return to work plans for employees who have been on disability leave,,

License Conditions Under Part II of the Broadcasting Act:

Please note that our station is a member of the Canadian Standards Broadcast Council. Adhering to established codes is an important ongoing role that we as broadcasters play in eliminating barriers that may be present in radio broadcasts.

Consultations

- We have regular ongoing consultations, addressing staff feedback that identify barriers within the company. Our feedback form is available to staff 24/7
- Our office manager reports on all accessibility requests, and any accommodations made or are still required.
- Our Accessibility Plan is posted on our main website at 730ckdm.com accessible. We invite feedback on our plan and ask for input on identifying barriers.
- We will consider other methods of seeking input on our plan from our listeners, our clients; and members of our community, including charitable organizations that we support.

Submitting Feedback

Dauphin Broadcasting welcomes feedback from its listeners, clients and members of the community regarding the accessibility plan and any barriers encountered by persons with disabilities. Individuals who provide formal feedback will receive acknowledgment of their feedback along with any resulting actions. Individuals can submit feedback via our community on-line portal, or by obtaining a physical copy of the feedback form from the front desk. Or by mailing to:

Human Resources
Dauphin Broadcasting Company (CKDM)
Box 568 Dauphin, MB R7N 2V4
ckdm.office@730ckdm.com

Employees who provide formal feedback receive acknowledgment of their feedback, along with any resulting actions based on the concerns or complaints they submit.

Employees can provide feedback anonymously if desired, and feedback remains confidential unless the person consents to the disclosure of their personal information. Feedback is received in whatever format the individual providing the feedback is most comfortable with. The feedback process is published in conformance with all applicable legislation. Any changes to the accessibility plan or the feedback process are published as soon as possible, and notice of any changes are reported to the accessibility commissioner. The personal information of anyone who provides feedback remains confidential in accordance with all applicable privacy laws.

Progress Reports

Dauphin Broadcasting Ltd. prepares, publishes, and submits a progress report to the accessibility commissioner regarding the implementation of the accessibility plan as required by legislation.

This report follows a similar structure to the accessibility plan and includes feedback and contact information, information about the consultations completed for the development of the plan, and any feedback received on the accessibility plan. The report addresses how the consultations and feedback were taken into consideration during the process. Progress reports can be made available upon request and are available in all accessible forms.

Document Retention

Our company keeps detailed records of the creation, implementation, and updating of the accessibility plan and progress reports. The accessibility plan and feedback process are retained on Dauphin Broadcasting's digital file server for five years from the publication date. Any feedback provided to the company is retained for five years from the date it is received. Where necessary, names and personal information of individuals and employees who participated in the feedback process are redacted to ensure confidentiality and privacy.

Budget and Resources

Budget and resources will be made available as required in working to identify and eliminate barriers.

We will continue to provide radio promotional support to many local organizations and events that work to overcome accessibility challenges.

We will continue to make donations to community charity organizations that support persons with accessibility challenges.

Training

We have hosted staff training sessions related to employment equity issues, including mental health awareness and employment barriers that persons in equity categories face.

Staff awareness and a positive company culture related to these matters are fundamental. We will provide training when needs are identified.