

## ACCESSIBILITY POLICY AND PROCEDURES

### SIX POINTS EVALUATION AND TRAINING, INC. (Six Points)

Adopted by the Board of Directors on: 05-28-13

**SUBJECT:** Six Points is committed to improving accessibility for all disabled individuals. This policy communicates how Six Points will address accessibility concerns cited by existing or potential persons receiving services (clients), staff, customers or the general public.

**PROCEDURES:** The following procedures outline Six Points' commitments with respect to concerns by or barriers for disabled individuals in the following areas:

#### **I. Information and communications**

A. When requested or when concerns are brought forward, Six Points will provide information and communications materials, including electronic information, in accessible formats or with communication supports as may be reasonably procured by Six Points. Six Points will seek the counsel of individuals with disabilities to determine what their needs are for accessible information and communications.

B. With respect to the Six Points' website and other such electronic communication, Six Points will strive to use simple language and avoid the use of jargon, acronyms and abbreviations; will use navigations menus that are consistent and links that are visually distinctive and clearly describe their purpose; will use fonts, text sizes, colors and separations that are clear and easy to read; and will include a method for Six Points to receive feedback from users of the website and other electronic communications.

#### **II. Employment**

A. Six Points will strive to encourage application by and accommodations for individuals with disabilities during the recruitment and employment interview process and will promote that it is an Equal Opportunity Employer.

B. Anyone with a disability who is employed by Six Points will be provided with supports as are reasonably possible/available to allow them to perform their job tasks to the best of their ability. With respect to performance appraisals, career development and promotion processes, Six Points will take into account the accessibility needs of the employee(s) with disabilities.

#### **III. Facilities and Public Spaces**

A. Six Points will meet the accessibility standards specified in the Americans with Disabilities Act (ADA) and any other applicable state or federal regulations.

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B. When designing/constructing new Six Points facilities or making major modifications to its current spaces, Six Points will meet ADA and any other applicable state or federal regulations with respect to accessibility.

C. Six Points will also evaluate its existing facilities and develop a plan for remediation of any physical barriers.

### IV. **Leadership**

A. The Six Points Board of Directors (Board) will actively attempt to recruit and maintain disabled individual(s) and/or their representative(s) to serve on the Board.

### V. **Modifications to Policies**

A. Any Six Points policy that does not respect and promote the dignity and independence of individuals with disabilities shall be modified or rescinded.