SAMPLE Communication to share with team with resources and policies on accessibility and disability inclusion.

Hello *(insert office team name),*

To increase awareness of accessibility and disability inclusion at McMaster, and inline with the Accessibility for Ontarians with Disabilities Act (AODA), we are providing some important information that the team should be aware of:

**Policies at McMaster:**

* McMaster University Accessibility Policy – [Click here](https://secretariat.mcmaster.ca/app/uploads/2019/05/Accessibility.pdf)
* Policy on Workplace Accommodations – [Click here](https://secretariat.mcmaster.ca/app/uploads/2019/05/Workplace-Accommodation-Policy-2015.pdf)
* Workplace Accommodation Guidelines – [Click here](https://hr.mcmaster.ca/app/uploads/2021/06/Workplace-Accommodation-Procedures-June-2021.pdf)
* Workplace Accommodation Employee Request Form – [Click here](https://hr.mcmaster.ca/app/uploads/2018/11/Employee-Request-for-Workplace-Accommodation-Form-fillable.pdf)
* Individual Emergency Response Request Form – [Click here](https://hr.mcmaster.ca/app/uploads/2019/01/McMaster-University-Individual-Emergency-Plan.doc) (word doc)
* Domestic Animals in the Workplace – [Click here](https://hr.mcmaster.ca/app/uploads/2022/05/RMM-409-Domestic-Animals-in-the-Workplace-Program-February-2016.pdf)
* Accessibility at Hamilton Health Sciences – [click here](https://www.hamiltonhealthsciences.ca/patients-visitors/while-youre-here/accessibility/)

**Available Trainings:**

* AODA and Human Rights Code Training (Mandatory)– [Click here](https://accessibility.mcmaster.ca/training/aoda-and-human-rights-code-training/)
* Forward with Flexibility – Accessible Education Training – [Click here](https://accessibility.mcmaster.ca/training/accessible-education-training-for-instructional-staff/)
* Accessible Digital Content Training – [Click here](https://ecampusontario.pressbooks.pub/accessibledigitalcontenttraining/)
* For additional trainings – [Click here](https://accessibility.mcmaster.ca/training/)

**Other Resources:**

* Learn more about all Accessibility Services on campus – [Click here](https://accessibility.mcmaster.ca/services/)
* Resources on accessible formats, communications and events – [Click here](https://accessibility.mcmaster.ca/digital-accessibility/)
* Employee Accessibility Network (EAN) – [Click here](https://accessibility.mcmaster.ca/services/employee-accessibility-network/)
* Black, Indigenous and Racialized Staff Employee Resource Group (BIRS) – [Click here](https://equity.mcmaster.ca/black-indigenous-and-racialized-staff-employee-resource-group-birs-erg-annual-report-2021-2022/)
* Employee Health and Wellbeing – [Click here](https://hr.mcmaster.ca/employees/health_safety_well-being/my-well-being/healthy-workplace/)
* Questions about accessibility at McMaster contact the Accessibility Program within the Equity and Inclusion Office (Email: access@mcmaster.ca; Phone: 905-525-9140 ext. 24644), or visit the Accessibility Hub – [Click here.](https://accessibility.mcmaster.ca/)

*(Insert any other information specific to your area: e.g. how to support individuals to use lifts if you have one in your area, accessibility in lab space, etc.)*

Please take a moment to review the policies and resources.

Thank you,