

## Multi-year accessibility plan

Effective date: June 22, 2021

Next review date: June 22, 2022



LSC is committed to meeting the accessibility needs of all of our stakeholders and ensuring the highest level of accessibility to all LSC products and programs.

Stakeholder	Plan and Status
LSC staff	<p>In 2016, LSC proactively informed all then LSC staff that they had the right to request accommodation. A number of accommodations were already in place.</p> <p>All new LSC staff are offered accommodation at the time of employment for disabilities that they disclose when asked as part of their onboarding process.</p> <p>To date, there have not been any disclosed disabilities that LSC has been unable to accommodate.</p>
LSC clients	<p>LSC clients access LSC services through our web site. By 2022 we will have in place a proactive outreach to clients inviting them to ask for any specific accommodation that they might need to better use our web site.</p> <p>LSC runs a limited number of presentations and events that are by invitation only. All are held in venues that meet accessibility standards.</p> <p>Starting in mid-2021, LSC will pro-actively inform all attendees in advance that they will be able to request accommodation for disabilities and we will work to meet all requested accommodations.</p>
LSC suppliers	<p>LSC suppliers attend LSC events and LSC's office. We will inform all suppliers that they may request accommodation when attending LSC events or LSC's office.</p> <p>LSC does not accept drop-in visits from suppliers – only scheduled meetings are permitted. Accommodations will be offered the first time that a specific supplier representative is attending a meeting or event.</p>
The public	<p>LSC services and facilities are not open to the public with a single limited exception.</p> <p>The exception is LSC's Small Press and Author's program. This is available to anyone on request. Our documentation for this program and our positioning for the program on the LSC website will be updated by the end of 2021 to make clear that any potential user of the program may request accommodation or information in a format that meets their needs.</p>