



Parole Board  
of Canada

Commission des libérations  
conditionnelles du Canada

# Easy Read Summary

## 2023-2025 Accessibility Plan



# Easy Read Summary of the Plan

The Parole Board of Canada (PBC or the Board) takes accessibility seriously and is committed to become an organization that more fully meets the needs of persons with disabilities. As part of the *Accessible Canada Act*, the Board developed an accessibility plan, which describes the ways the Board will improve accessibility over the next three years. This plan was developed by:

- Asking leaders in different sections of the organization to identify barriers;
- Sending surveys to employees and people who interact with and use PBC programs and services;
- Consulting with persons with disabilities (PBC employees and Board Members as well as people who have used the PBC's programs and services);
- Listing barriers that were identified; and,
- Finding ways to remove or reduce the identified barriers.

To become more accessible for persons with disabilities, the Board plans to address identified barriers under eight headings:

## **Organization Wide**

- Create an external Accessibility Advisory Committee (a group of persons with disabilities who can give advice on how to be more accessible).
- Ask about accessibility in ongoing surveys.

## **Design and Delivery of Programs and Services**

- Review rules about communicating with the assistants of offenders.
- Make a new webpage about accessibility at PBC.
- Identify employees who will help persons with disabilities access PBC services.
- Train employees and Board members on how to communicate with persons with disabilities.
- Improve accessibility at hearings.



## **Employment**

- Improve how employees and Board members access and receive workplace accommodations as alternate options to meet a need.
- Train managers and supervisors on accommodations to ensure they have the tools and training they need to support employees with disabilities.
- Inform employees and Board members how to self-disclose if they have a disability.
- Remove barriers for people to apply for a job and/or promotion.
- Hire more persons with disabilities.
- Give managers the tools and training they need to better support employees and Board members with disabilities.
- Make a plan with PBC's Network for Persons with a Disability to change attitudes about disability and accessibility at PBC.

## **Information and Communication Technologies (ICT)**

- Train employees who work with information technology about digital accessibility.
- Review PBC technologies to make sure they meet accessibility standards.

## **Communications**

- Ensure PBC forms are accessible.
- Create a process to make documents available in alternative formats.
- Use simpler language.
- Continue to train Board members to write decisions in plain language.
- Make PBC decisions, which are usually only in print, available in alternative formats.

## **Built Environment**

- Review PBC emergency plans to make sure they include employees and Board members with disabilities.
- Ensure employees and Board members know what to do in case of an emergency in their office building.



- Make PBC offices more accessible.
- Create quiet spaces in offices for people to work or take breaks.

### **Transportation**

- Make it easier for persons with disabilities to use their own vehicle if they can't use PBC vehicles.

### **Procurement of Goods, Services and Facilities**

The Board did not identify any barriers in its procurement processes during consultations.

### **Feedback**

PBC wants to receive feedback about this plan and about accessibility. You can submit your feedback to the **PBC Designated Official for Accessibility**.

Online Form: [Accessibility Feedback Form](#)

Email address: [Accessibility.Accessibilite@pbc-clcc.gc.ca](mailto:Accessibility.Accessibilite@pbc-clcc.gc.ca)

Phone number: 1-833-541-3063 (toll-free)

Mailing address:

Parole Board of Canada  
Designated Official for Accessibility  
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You can also ask for this plan in an alternative format (example: braille, audio, print) by contacting the [Designated Official for Accessibility](#).

