Accessibility Policy for RFSL

About this policy

The accessibility policy concerns everybody at an organisational level, i.e. staff, trustees and others who work nationally within RFSL.

RFSL works in, and is affected by, an inaccessible society where norms regarding functionality (ideas concerning how people work, think and use their body) have a great influence. Based on our capacity, RFSL will strive to influence society and make our own spaces accessible for as many people as possible. Everybody should be welcome at RFSL regardless of disability and we will work in a broad movement for human rights in Sweden and the world.

The policy should facilitate the work of making the organisation and its work more accessible. It is not comprehensive and therefore it's important to always ask for and be aware of different needs. We should think about accessibility in everything that we do.

The background to the policy is Funkis-projektet, where RFSL's National Office has cooperated with RFSL Stockholm and RFSL Ungdom. The three organisations, that share premises, strive to have the same policy and update each other when making changes.

All branches within RFSL can choose to follow the policy, and are otherwise encouraged to make their own policies.

**Goal**

* That members, staff and others that we work with/for should feel welcome within RFSL's National Office's different areas of work, regardless of disabilities.
* That members, staff and others that we work with/for should be able to participate in activities at RFSL's National Office, regardless of disabilities.
* That staff, trustees and everybody who works at an organisational level should have the knowledge to be able to provide good accessibility within RFSL.

**How do we work for increased accessibility?**

Staff, trustees and everybody who works at an organisational level should follow the accessibility policy and work for accessibility within their areas of responsibility.

The policy is determined by the Association Board of Trustees and is reviewed every other year. The main responsibility of the policy work lies with the operational manager.

As a complement to the policy, the National Office makes a plan of action for increased accessibility. The National Office also produces checklists and guides to facilitate the work.

The documents should be updated based on new knowledge and changes in RFSL's work and capacity. When a document is changed, RFSL Stockholm and RFSL Ungdom should be notified and consulted.

The National Office should facilitate for the whole of RFSL to work with accessibility. Limited resources lead to production of material taking time, but we strive to develop and produce new material on a regular basis, and to learn from others' work. We use our existing resources and integrate the work in our areas of work and steering documents.

The accessibility policy should be able to be read and downloaded at RFSL's National Office's website. Newly employed and trustees should be informed about the policy.

Knowledge

All co-workers and trustees should have basic knowledge of accessibility. Staff meetings, board meetings, introductions, internal seminars and information material can be used to spread knowledge. We should give each other tips and seek knowledge from others when needed. The staff should be educated in issues of accessibility at least once a year.

Co-workers and trustees may need more detailed knowledge within their respective areas of responsibility. It is important to ask for knowledge within RFSL or from others. Detailed knowledge and information should be documented in checklists and guides that staff and trustees can use in their work. By for example using templates, the graphic profile, the action plan for accessibility, check lists and guides, accessibility should be easy for everyone.

Budget

A large part of RFSL's National Office's budget consists of project budgets with different donors. We try to budget for accessibility in our project applications. The budget is determined by the needs of the target group. It can be about costs for sign language interpretation, booking of external accessible premises, website, graphic material and so on.

Premises

Our premises are perfume- and nut free due to serious allergy. They are also fur-bearing animal free with the exception of guide dogs.

There is information about accessibility on our websites and in internal documents and we inform visitors.

It should be possible to get in and out of our premises, and when the accessibility in our own premises is lacking we use other premises. External premises should be accessible.

In the event of moving offices we have demands of accessibility. In a re-build we encourage the property owner to use experts in accessibility and we ourselves can use experts for the modifications we want to make.

At the workplace we offer custom desks, chairs and aids for using the computer for those who need it. There's also a room for rest. Everybody helps with keeping the premises clean.

## Communication

Our graphic profile and manual should be accessible from a communicative and cognitive standpoint. It should also be accessible for people with impaired vision.

Our information should be accessible at for example trainings, presentations and meetings.

We arrange meetings that are easy to participate in, with a clear purpose, agenda and a break after 45 minutes. We also talk about how meetings are held, how things work at the workplace and explain things so that everybody understands. We strive for a simple and clear language, and translate into English, in external and internal communication. We think about offering information in different file-formats so that it can be read in speech synthesis.

We use clear contrasts that makes it easier to see, we don't give too much information at once and read what is written in text or visible in images at presentations. We also think about light sensitivity. There's access to braillewriters that are used as needed and our websites will work with speech synthesis and screen readers.

We work to create a good hearing environment, with clear sounds and without loud noises or rumblings. It's important with silencers and that we can use a hearing loop, microphone and sound systems. We book, if possible and appropriate, a sign language interpreter to our events.

Before meetings and activities we ask about allergies and special diets. We are aware of the most serious food allergies that there are and keep this in mind when we buy food and have an event.