



SAMA'S ACCESSIBILITY PLAN

2025 - 2028

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A. STATEMENT OF COMMITMENT

The Saskatchewan Assessment Management Agency (SAMA) is committed to providing an inclusive and barrier-free environment for the public we serve and the people we employ. We recognize that accessibility is both a legal obligation and a shared responsibility that supports fairness, equity, and inclusion across Saskatchewan's public sector.

SAMA is dedicated to identifying, preventing, and removing barriers that may restrict full participation in our workplaces and facilities. Through this plan, we reaffirm our commitment to continuous improvement and to fostering a culture that values accessibility as an integral part of how we do business.

B. PLAN OBJECTIVES

The Saskatchewan Assessment Management Agency recognizes there is work to be done as we aim to become a more accessible and inclusive organization. This Accessibility Plan outlines our priorities and actions that we will undertake to make SAMA more accessible and inclusive.

Our objectives are to:

1. Increase employee knowledge and awareness of accessibility.
2. Make our offices more accessible.
3. Make our digital content more accessible.
4. Support a diverse and inclusive workforce.

Objective 1: Increase Employee Knowledge and Awareness of Accessibility

Goal: Accessibility starts with awareness. Employees at all levels play a role in identifying and removing barriers, whether those barriers are physical, digital, procedural, or attitudinal. This objective focuses on helping staff understand what accessibility means, why it matters, and how their day-to-day actions contribute to an inclusive environment.

By building awareness and competence, we create a culture that recognizes and values accessibility as part of good public service. Training, education, and communication will help employees feel confident in applying accessibility principles to their work and interactions with colleagues and the public.

Actions to include:

- Delivering accessibility awareness training to all employees, including management and supervisors
- Integrating accessibility and inclusion topics into employee orientation and learning programs.
- Sharing best practices, success stories, and tools that help employees apply accessibility principles in their work.
- Embedding accessibility considerations into policy development, planning, and decision-making processes.

Objective 2: Make Our Offices More Accessible

Goal: Accessible workplaces ensure that everyone—employees, clients, and visitors—can move freely and safely, use facilities independently, and participate fully in organizational life. This objective focuses on identifying and removing physical barriers within our offices and facilities.

Actions will include assessing accessibility in our spaces, improving signage, entrances, washrooms, and meeting rooms, and integrating accessibility into renovation and construction projects. Universal design principles will guide these efforts, ensuring our spaces are not only compliant with accessibility standards but also welcoming and inclusive for all who use them.

Actions to include:

- Conducting accessibility assessments of buildings and offices to identify and remove physical barriers.
- Improving features such as entrances, signage, washrooms, and meeting rooms where required.
- Applying universal design principles in renovations and new construction.
- Engaging employees and the public with lived experience of disability to inform accessibility improvements.

Objective 3: Make Our Digital Content More Accessible

Goal: Digital accessibility ensures that everyone can access, understand, and use our online content, tools, and systems—regardless of ability or technology used. As public service increasingly relies on digital communication and service delivery, it is essential that our content meets accessibility standards and reflects best practices in inclusive design.

This objective focuses on improving the accessibility of our websites, documents, and online resources. It includes training staff on accessible document creation, meeting recognized accessibility standards (such as WCAG 2.1), and embedding accessibility into how we design, procure, and maintain digital systems. These steps help ensure that our services are available to all members of the public, without barriers.

Actions to include:

- Reviewing and updating our website and digital platforms to meet recognized accessibility standards (e.g., WCAG 2.1).
- Providing content in alternate formats or with communication supports upon request.
- Training staff to create accessible documents, presentations, and online materials.
- Incorporating accessibility checks into digital content development, design, and procurement processes.

Objective 4: Support a Diverse and Inclusive Workforce

Goal: A diverse and inclusive workforce strengthens our organization and enhances the quality of the services we deliver. This objective focuses on ensuring equitable access to employment, development, and advancement opportunities for all employees, including persons with disabilities.

We aim to create a work environment where everyone feels valued, supported, and able to contribute their best. This includes removing barriers in recruitment and hiring, providing timely and effective accommodations, and embedding inclusion into leadership and policy practices. Supporting diversity and inclusion helps us reflect the communities we serve and fosters innovation, collaboration, and fairness across the organization.

Actions to include:

- Ensuring inclusive and barrier-free recruitment, selection, and onboarding processes.
- Providing appropriate workplace accommodations to support employee success.
- Encouraging diversity in leadership development and succession planning.
- Reviewing human resources policies to ensure alignment with equity, diversity, and inclusion principles.

C. CONCLUSION

Accessibility is an essential part of delivering high-quality public service in Saskatchewan. By implementing this plan, the Saskatchewan Assessment Management Agency is taking steps to make our workplaces, services, and communications more inclusive for everyone. We will continue to consult with employees, clients, and partners to strengthen our accessibility practices and measure our progress over time.

D. FEEDBACK

We welcome feedback on this Accessibility Plan and on any aspect of accessibility within the Saskatchewan Assessment Management Agency.

Your input helps us identify barriers and improve the way we deliver our programs and services.

Feedback can be provided through:

Email: info.request@sama.sk.ca

Mail: Accessibility Champion
 c/o Human Resources
 SAMA Central Office
 200 – 2201 11th Avenue
 Regina, SK
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Feedback is accepted in alternate formats upon request. All comments will be acknowledged, reviewed, and considered in future accessibility planning.