



Website Accessibility Policy

Achme is committed to ensuring our web content is accessible to a wide group of people, including people with disabilities.

Table of Contents:

[Policy introduction](#)

1. [Definitions](#)

2. [Policy Statement](#)

3. [Need for Policy](#)

4. [Responsibilities](#)

5. [Exclusions](#)

6. [Procurement](#)

7. [Syndicated content](#)

8. [Reporting](#)

9. [Policy review](#)

10. [Contacts and complaints process](#)

11. [References](#)

12. [Tools](#)

13. [Review History](#)

[Export this policy.](#)

Policy introduction

Achme of 45 Middlestone Rd is committed to ensuring accessibility of its website and intranet to people with disabilities.

Achme is continually improving the user experience for everyone and applying the relevant accessibility standards.

We are in the business sector and the level of accessibility that our website is obliged to conform to is the WCAG 2.1 Level AA success criteria. This accessibility initiative has been sponsored / approved by General Manager and approval for production of this policy was given on 1 June 2024.

Dates for content produced by Achme

- New and updated web content hosted on www.AchmeAnvils.com and produced by Achme will conform to WCAG 2.1 Level AA success criteria, by 1st Jul 2024.
- Existing web content hosted on www.AchmeAnvils.com and produced by Achme will conform to WCAG 2.1 Level AA success criteria by 1 Aug 2024.

1. Definitions

- **Authoring tool:** Includes WYSIWYG web page editing tools, content management tools, development tool for applet, scripts, or applications, non-text media (e.g. video, audio, images) editing tools, social media content authoring tools (e.g. blogs, wikis, social networks).
- **Authoring Tool Accessibility Guidelines (ATAG):** Accessibility requirements for web authoring tools, including software and services that are used to produce web content, for example HTML editors, content management systems (CMS), or online forums. ATAG guidelines outline both how to make the tools accessible and also how the tools can be built to help create more accessible content.
- **CMS:** Content Management System.
- **Internal website:** Website developed or procured to meet an internal need of Achme, such as timesheet management. Access to such sites is only available to Achme members of staff, both permanent and temporary.
- **Public website:** Website developed or procured to support or inform Achme customers and members of the public.
- **User agent:** Includes browsers, media players and applications that render web content.
- **User Agent Accessibility Guidelines (UAAG):** Accessibility requirements for web browsers, media players, and some assistive technologies that process and present web content to users.
- **Web content:** Includes electronic documents, websites, services, and applications delivered via the web.
- **Web Content Accessibility Guidelines (WCAG 2.1):** Accessibility requirements for web content, including text, images, audio-visual materials, and the code used for structure, style, and interactions.
- **Website:** Includes websites, services, and applications created using Open Web Platform technologies. Note this includes web applications developed solely for mobile platform delivery.

2. Policy statement

All new and redesigned web content published after the effective date of this policy by Achme, both for public and internal websites and services, will conform to WCAG 2.1 Level AA success criteria.

All existing web content published prior to the effective date of this policy will either be archived or modified to conform to WCAG 2.1 Level AA success criteria.

All internal content management systems (CMS) and web content authoring tools will conform to WCAG 2.1 Level AA success criteria by . Where websites, services, or applications provide users with the opportunity to generate content, the interfaces provided will conform to WCAG 2.1 Level AA success criteria.

This policy does not stipulate any particular technology or design approach. The aim is to maximise access to and use of Achme websites by people with disabilities.

3. Need for policy

Achme is committed to ensuring equal access for people with disabilities. As potential customers, partners and employees they are important contributors to Achme business success and should not be excluded.

The World Health Organization (WHO) estimates that around 15% of the world's population live with some form of disability. Many of these disabilities can affect access to information technologies, and/or can benefit from the use of information technologies including the Web.

By improving the accessibility of the Achme website(s), there are opportunities to have our web content accessed by a larger number of people. This means that more people are seeing our offerings.

Accessibility of the Web is of critical importance to people with disabilities around the world, including people with auditory, cognitive, physical, neurological, and visual disabilities, and is likewise important to those with accessibility needs due to age.

Providing accessible web content can also benefit people who do not have disabilities but who are experiencing situational barriers. For instance, when accessing the Web from devices with small screens or in low bandwidth situations, or when experiencing barriers due to language or literacy levels, accessibility solutions can also support improved access. Accessible websites are often viewed more favourably by search engines.

As a consequence of this policy, Achme will meet its legal obligations as defined by the WCAG 2.1 Level AA success criteria.

Increasing the accessibility standards of the Achme website(s) means decreasing the risk of complaints to the Human Rights Commission.

4. Responsibilities

The area of Achme that is responsible for accessibility is Governance.

The person/role that checks the web content for accessibility is Accessibility Expert.

The person that approves all significant changes to the website is Approver.

Accessibility Experts:

- Consolidate annual status reports for presentation to the board at annual review meeting.
- Prepare and provide accessibility technical training and guidance.
- Promote web accessibility awareness internally.
- Respond to user enquiries related to web accessibility.
- Organise on-going assessment of the accessibility of websites, content, services, and applications identified as in scope.

Web Project Managers

- Ensure compliance with this policy.
- Prepare a project accessibility report at key project stages; analysis, design, development, and quality assurance.
- Ensure user feedback mechanisms are included as part of project deliverables.
- Ensure all relevant staff receive appropriate and regular accessibility training.
- Choose and implement tools that conform to this policy.
- Provide tools to support in automated accessibility checking.
- Remedy identified accessibility barriers.

Web content management teams

- Ensure all staff receive appropriate and regular accessibility training regarding content.
- Ensure submitted content is compliant with this policy.
- Fix identified accessibility issues in authored web content.

5. Exclusions

1. Web content that has been archived is not subject to the standards referenced in this policy.
2. Should there be a specific request for access to archived content by any individual with a disability, that content will be made available in a suitable format within 10 business days. Where it is not technically possible to make the content available, a suitable alternative should be agreed with the individual. The department or team responsible for the creation of the content is responsible for making it accessible.

6. Procurement

This policy applies to all web content developed by or for Achme.

This policy should be referenced within any contract of services or statements of work for web content, websites, services, or applications.

Any contract must include provision for an independent statement of conformance stating that the work meets the required standard. This should form part of the deliverables approval process.

7. Syndicated content

Elements of Achme websites might include web content syndicated from other providers, for example, a social media stream.

When considering a syndication service for inclusion in any of Achme's websites, any service review should include an evaluation of the accessibility of the service. Such evaluations must form a part of the service selection criteria.

Where a service is selected with known accessibility issues, Achme will develop or procure a solution that ensures the content delivered via Achme websites meets the policy standards.

8. Reporting

Each department with responsibility for web content, websites, services, or applications must submit an annual status report to the Accessibility Coordinator.

The status report will summarise the efforts and progress towards the aims defined by this policy.

9. Policy review

We will review this policy every 6-12 months. This policy was last reviewed on 31 Dec 2023, by Tim McQueen.

The review should be led by Governance and include input from Marketing, HR, and Legal.

10. Contacts and complaints process

The area of Achme that is responsible for accessibility is Governance

The person/role that checks the web content for accessibility at Achme is Accessibility Expert.

When website visitors have a question / complaint, visitors can email example@test.com or phone 123456. When website visitors make contact, Achme will respond within 1-3 business days.

11. References

- [W3C ATAG](#)
- [W3C UAAG](#)
- [W3C WCAG](#)

12. Tools

There are some tools available to assist in ensuring your web content is accessible. These include:

- [Wave Accessibility Tool](#)
- [Squiz HTML Code Sniffer](#).

13. Review history

- First created by: Tim McQueen, 31 Dec 2023
- Last reviewed by: Tim McQueen