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Accessibility, equity, and inclusion policy

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Contact person for policy implementation: Direction and Board of Directors of Studio 303
Last update: August 2026
Schedule for updates: Every four years
Scope: This policy applies to employees, administrators, interns, freelancers (including teachers and artists), and volunteers of Studio 303, regardless of their status.

Introduction

This accessibility and inclusion policy complements our *Guide and internal accessibility procedures*, as well as *Studio 303's harassment and discrimination prevention policy*. Its objective is to ensure a safer, inclusive, representative, welcoming, and beneficial environment for all our users, regardless of their status, identity, abilities, etc.

This policy is rooted in our feminist, queer, anti-oppressive, and anti-racist values and our understanding of the intersection of oppressions, where multiple systems of oppression intersect (racism, sexism, hetero- and cis-normativity, ableism, etc.). As a service and training organization, we acknowledge the importance of creating learning spaces for all our users, spaces in which there is a dismantling of both biases and normalized notions of bodies and capacities.

In order to support artists from under-represented communities, Studio 303 has strengthened its efforts to improve the accessibility of its services since 2019. In 2021, a consultation project was conducted by Maxime D.-Pomerleau (artist, cultural worker, and consultant for 303). These are some of the findings from this consultation that guide our accessibility and inclusion efforts:

Diverse Needs

The needs of our clientele are as diverse as the people we welcome. It is important to be informed about these realities to avoid placing the entire burden of awareness on affected artists.

We are aware that respective needs may sometimes be complementary, and sometimes appear in opposition when they occur in the same place or during the same activity. We acknowledge our responsibility as an institution to understand this constellation of situations and needs; we aim to be flexible, but also realistic about our capacity to respond, with an ethic of equity rather than individual accommodation.

Communications

Artists must have all the information to make informed choices about their participation in an activity. Our role is to facilitate access to this information.

Spirit of Community

One aspect highlighted in the consultation is the lack of spaces for Deaf and artists living with disabilities. Their desire to meet other artists and exchange with peers on topics related to contemporary creation is evident.

Axes

The accessibility and inclusion measures at Studio 303 aim to create an environment where individuals, regardless of their identity, can benefit from our services.

This policy presents our objectives and actions in three main axes:

- Physical Accessibility of Spaces
- Financial Accessibility of Activities
- Transversal: a welcoming, inclusive, and equitable living and creative environment

Finally, we have implemented an action plan, guides, and internal procedures, and we are committed to continue learning about accessibility, equity and inclusion as a team, allowing room for mistakes but also for feedback and improvement.

Physical Accessibility of Spaces

Objectives

- Ensure that the office and studio are accessible, welcoming, and safe for our users.
- Ensure that the programming, in its choices and operations, is transparent to Studio 303 users to best guarantee accessibility.

Actions

⇒ Assess the accessibility of spaces beyond our control (odours, temperature, building entrance, elevators, toilets, etc.) and communicate deficiencies to the owner;
⇒ Undertake renovations under our control in the studio to meet certain physical accessibility criteria (ramps, door handle changes, water fountain, lighting, ventilation, sound level, etc.);
⇒ Transparently communicate the accessibility of our spaces and services:
    ○ Indicate the (in)accessibility of activities and spaces in the programming;
    ○ Add an entire section dedicated to accessibility on our website and ensure its update;
    ○ Communicate the accessibility process to the Studio 303 community;
⇒ Display clear physical signage to indicate accessibility tools;
⇒ Hold no events in locations that are not universally accessible;
⇒ Welcome support animals in our spaces and during various activities.

Financial Accessibility of Activities and Services

Objectives

- Work towards making our organization equitable (in the realms of both financial and opportunity).
- Accommodate maximum financial accessibility requests according to the established guidelines.

Actions

⇒ Offer affordable services (subsidized workshops, pricing scale for events, etc.);
⇒ Adhere to the Pay Equity Policy for employees and contractors;
⇒ Provide workshop grants for BIPOC, trans individuals, Deaf, and individuals living with disabilities;
⇒ Provide financial and logistical assistance for travel for artists with specific needs;
⇒ Offer additional funds (fee bonuses) to current-year Studio 303 resident artists if needed;
⇒ Provide free daycare services for all our events.

Ensuring a welcoming, inclusive, and equitable environment

Programming

Objectives

- Create a program of activities, training, and events that are mindful, accessible, diversified, and inclusive.
- Prioritize the needs and involvement of artists and cultural workers directly affected by inequity.
- Make the programming process transparent to artists.

Actions

⇒ Ensure representation among decision-makers in the organization, the working team, and participants;
⇒ Create and involve diverse and representative committees for each call for proposals;
⇒ Support and/or welcome Deaf and/or artists living with disabilities and practices and reflections on disability and capacity diversity;
⇒ Program physically accessible workshops each season;
⇒ Publish calls for proposals, including information on the selection criteria and process.

Relational

Objectives

- Create healthy, innovative, and dynamic environments through partnerships and with community members.

- Encourage collaborative efforts for an inclusive and non-judgmental communication space.

Actions

⇒ Educate and equip ourselves to gain diverse perspectives, experiences, and knowledge on accessibility, inclusion, and diversity at Studio 303;
⇒ Raise awareness in the community about equity, anti-oppression, and universal accessibility issues;
⇒ Implement the Harassment and Discrimination Prevention Policy and the complaint processing procedure;
⇒ Create and apply a code of conduct for all Studio users.

Communications

Objectives

- Use inclusive language to deconstruct everyday oppressive stereotypes and expressions (racist, sexist, ableist, colonialist, etc.).
- Be transparent about our reflections, progress, and shortcomings in terms of accessibility and equity.
- Promote the work of artists, respecting their identities and values.

Actions

⇒ Use gender-neutral or inclusive language in all communications (internal and external);
⇒ Respect the Privacy Policy;
⇒ Communicate the accessibility policy and guides to the community on the organization's website and ensure they're updated;
⇒ Add optional self-identification questions when registering all workshop participants;
⇒ Use promotional material provided by artists as is or obtain their approval before modification.

Practices

Objectives

- Monitor best practices in terms of accessibility, equity, diversity, and inclusion and ensure the updating of Studio 303 practices and policies.
- Support activist initiatives in line with our values within our organizational capacities.
- Work towards making our environment more equitable, welcoming, and inclusive to be an integral part of building the diversity of the community.

Actions

⇒ Create an internal accessibility action plan and monitor it quarterly.
⇒ Commit to allocating resources to accessibility measures.
⇒ Encourage employees and administrators to participate in training, committees, panels, reflection circles on equity, diversity, inclusion, and accessibility.
⇒ Present the Working Conditions Policy, Pay Equity Policy, Harassment and Discrimination Prevention Policy, and Accessibility Policy at each agreement signing.
⇒ Make our policies available on our website and collaborate with community partners to improve the situation of marginalized artists.

Governance

Objectives

- Integrate accessibility, equity, and inclusion into the decision-making processes of the organization.
- Ensure representation among decision-makers in the organization, the working team, and participants.
- Maintain structures and organizational mechanisms that allow active participation and feedback on the functioning and governance of the organization.
- Ensure transparency in operations, working methods, and decision-making to the team and the Studio 303 community.

Actions

⇒ Strive for representation within the team, the board of directors, and scheduled artists:
    ○ A minimum of 35% cultural diversity
    ○ A minimum of 40% queer individuals
    ○ A minimum of 2 Deaf or individuals living with disabilities.
⇒ Conduct a community or expert consultation at least every 4 years.
⇒ Provide transparency tools on the website: Mission, Team, Archives (with annual reports and financial statements available), and Policies.
⇒ Maintain a soft hierarchy, tending towards horizontality, with co-direction and a board of directors, team meetings, etc.