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Accessibility Statement Template

Public-facing accessibility commitment and compliance declaration

Prepared by: AccessGuard

Version: 1.0

Date: October 18, 2025

Standards: WCAG 2.2 AA, EN 301 549

Disclaimer: This template is provided for informational purposes and does not constitute legal advice.

Accessibility Statement Template

Use this template to create a comprehensive accessibility statement for your website or application.

Accessibility Statement

[Organization Name] is committed to ensuring digital accessibility for people with disabilities. We are continually improving the user experience for everyone and applying relevant accessibility standards.

Conformance Status

The Web Content Accessibility Guidelines (WCAG) define requirements for designers and developers to improve accessibility for people with disabilities. WCAG has three conformance levels: A, AA, and AAA.

[**Website Name**] is [partially/fully] conformant with **WCAG 2.2 Level AA**. ["Partially conformant" means some parts of the content do not fully conform to the standard.]

Level of Conformance

- **WCAG 2.1 Level A:** [] Conformant [] Partially Conformant [] Not Conformant
- **WCAG 2.2 Level AA:** [] Conformant [] Partially Conformant [] Not Conformant
- **WCAG 2.2 Level AA:** [] Conformant [] Partially Conformant [] Not Conformant

Date of Last Assessment: _____

Assessment Method:

- ☐ Self-evaluation
- ☐ Third-party audit
- ☐ Automated testing
- ☐ Manual testing
- ☐ User testing

Known Accessibility Issues

Despite our best efforts, some limitations may remain. We monitor user feedback and plan remediation.

1. [Issue Category]

Description: _____

Impact: _____

WCAG Criterion: _____

Remediation Plan: _____

Expected Completion: _____

2. [Issue Category]

Description: _____

Impact: _____

WCAG Criterion: _____

Remediation Plan: _____

Expected Completion: _____

Feedback

We welcome your feedback on the accessibility of **[Website Name]**. Please let us know if you encounter barriers:

Email: accessibility@[organization].com

Phone: [Phone Number]

Address: [Physical Address]

Online Form: [URL]

Response Time: We aim to respond within **[X] business days**.

Enforcement Procedure

If you are not satisfied with our response, you may contact:

United States

- Department of Justice: https://www.ada.gov/filing_complaint.htm
- Office for Civil Rights (HHS): <https://www.hhs.gov/ocr/complaints/>

United Kingdom

- Equality and Human Rights Commission: <https://www.equalityhumanrights.com/>

Canada

- Canadian Human Rights Commission: <https://www.chrc-ccdp.gc.ca/>

Technical Specifications

Accessibility of **[Website Name]** relies on the following technologies:

- HTML
- WAI-ARIA
- CSS
- JavaScript

These technologies are relied upon for conformance with WCAG.

Assessment Approach

[Organization Name] assessed accessibility using:

- Self-evaluation and external audits
- Automated testing (e.g., axe, Lighthouse)
- Manual testing with assistive technologies (NVDA, VoiceOver)
- User testing with people with disabilities

Alternative Formats

If you need information in an alternative format, contact us:

- Email: _____
- Phone: _____
- Address: _____

Third-Party Content

Some content is provided by third parties. We do not control its accessibility. Please notify us of issues and we will work with providers to address them.

Accessibility Training

Our teams receive ongoing accessibility training:

- ☐ WCAG guidelines
- ☐ Assistive technologies
- ☐ Inclusive design
- ☐ Legal requirements

Training Frequency: _____

Last Training Date: _____

Review Schedule

This statement is reviewed and updated:

- ☐ Annually [] Semi-annually [] Quarterly [] As needed

Last Review Date: _____

Next Review Date: _____

Approval

Approved By: _____

Title: _____

Date: _____

Signature: _____

Statement Version: 1.0

Last Updated: [Date]

Next Review: [Date]