

Reputation Leaders' Web Accessibility Policy

Last Updated March 2024

Introduction

Reputation Leaders is committed to ensuring that our website is accessible to everyone, regardless of their abilities. We believe that digital access is a fundamental right, and we strive to create an inclusive online experience for all users.

Scope

This policy applies to all web pages and resources under the reputationleaders.com domain. We are committed to continuously improving the accessibility of our website and meeting the following standards:

WCAG 2.2: Web Content Accessibility Guidelines (WCAG) 2.2, Level A, as published by the World Wide Web Consortium (W3C).

Our Commitment

We are committed to the following:

- Regularly evaluating our website for accessibility barriers.
- Prioritizing the removal of identified barriers.
- Integrating accessibility considerations into all web development and maintenance processes.
- Providing accessible alternatives for any non-accessible content. This includes:
 - Providing text alternatives for any non-text content so that it can be changed into other forms people need, such as large print, braille, speech, symbols or simpler language.
 - Providing alternatives for time-based media including subtitles or transcripts on prerecorded media.
 - Creating content that can be presented in different ways (for example simpler layout) without losing information or structure.
 - Making it easier for users to see and hear content including separating foreground from background.
 - Making all functionality available from a keyboard.
 - Providing users enough time to read and use content.
 - Avoiding designs or content that is known to cause seizures or physical reactions.
 - Providing ways to help users navigate, find content, and determine where they are.

- Making it easier for users to operate functionality through various inputs beyond keyboard.
- Making the default human language of each Web page can be programmatically determined.
- Making our web pages appear and operate in predictable ways.
- Labeling any areas that require user input.
- Identifying user errors and alerting the users.
- Avoiding redundant data entry.
- Creating future proof user interface components
- Training our employees on accessibility best practices.
- Providing a mechanism for users to report accessibility issues and request assistance.

Feedback and Contact

We welcome your feedback on the accessibility of our website. If you encounter any barriers or have suggestions for improvement, please contact, David Lyndon (david.lyndon@reputationleaders.com) our Accessibility Officer and Website Administrator. We will respond to your inquiries promptly and work to address any identified issues.

Technical Details

As of March 2024 our ReputationLeaders.com website has been assessed to meet the following standards:

Guideline 1.1 – Text Alternatives

Provide text alternatives for any non-text content so that it can be changed into other forms people need, such as large print, braille, speech, symbols or simpler language.

1.1.1 Non-text Content

All non-text content that is presented to the user has a text alternative that serves the equivalent purpose, except for the situations listed below. Show full description

Guideline 1.2 – Time-based Media

Provide alternatives for time-based media.

1.2.1 Audio-only and Video-only (Prerecorded)

For prerecorded audio-only and prerecorded video-only media, the following are true, except when the audio or video is a media alternative for text and is clearly labeled as such: Hide full description

Prerecorded Audio-only: An alternative for time-based media is provided that presents equivalent information for prerecorded audio-only content.

Prerecorded Video-only: Either an alternative for time-based media or an audio track is provided that presents equivalent information for prerecorded video-only content.

1.2.2 Captions (Prerecorded)

Captions are provided for all prerecorded audio content in synchronized media, except when the media is a media alternative for text and is clearly labeled as such.

1.2.3 Audio Description or Media Alternative (Prerecorded)

An alternative for time-based media or audio description of the prerecorded video content is provided for synchronized media, except when the media is a media alternative for text and is clearly labeled as such.

Guideline 1.3 – Adaptable

Create content that can be presented in different ways (for example simpler layout) without losing information or structure.

1.3.1 Info and Relationships

Information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text.

1.3.2 Meaningful Sequence

When the sequence in which content is presented affects its meaning, a correct reading sequence can be programmatically determined.

1.3.3 Sensory Characteristics

Instructions provided for understanding and operating content do not rely solely on sensory characteristics of components such as shape, color, size, visual location, orientation, or sound.

1.4.1 Use of Color

Color is not used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.

1.4.2 Audio Control

If any audio on a Web page plays automatically for more than 3 seconds, either a mechanism is available to pause or stop the audio, or a mechanism is available to control audio volume independently from the overall system volume level.

Principle 2 – Operable

User interface components and navigation must be operable.

Guideline 2.1 – Keyboard Accessible

Make all functionality available from a keyboard.

2.1.1 Keyboard

All functionality of the content is operable through a keyboard interface without requiring specific timings for individual keystrokes, except where the underlying function requires input that depends on the path of the user's movement and not just the endpoints.

2.1.2 No Keyboard Trap

If keyboard focus can be moved to a component of the page using a keyboard interface, then focus can be moved away from that component using only a keyboard interface, and, if it requires more than unmodified arrow or tab keys or other standard exit methods, the user is advised of the method for moving focus away.

2.1.3 Keyboard (No Exception)

If a keyboard shortcut is implemented in content using only letter (including upper- and lower-case letters), punctuation, number, or symbol characters, then at least one of the following is true:

- Turn off: A mechanism is available to turn the shortcut off;
- Remap: A mechanism is available to remap the shortcut to include one or more non-printable keyboard keys (e.g., Ctrl, Alt);
- Active only on focus: The keyboard shortcut for a user interface component is only active when that component has focus.

Guideline 2.2 – Enough Time

Provide users enough time to read and use content.

2.2.1 Timing Adjustable

For each time limit that is set by the content, at least one of the following is true:

- Turn off: The user is allowed to turn off the time limit before encountering it; or
- Adjust: The user is allowed to adjust the time limit before encountering it over a wide range that is at least ten times the length of the default setting; or
- Extend: The user is warned before time expires and given at least 20 seconds to extend the time limit with a simple action (for example, "press the space bar"), and the user is allowed to extend the time limit at least ten times; or
- Real-time Exception: The time limit is a required part of a real-time event (for example, an auction), and no alternative to the time limit is possible; or
- Essential Exception: The time limit is essential and extending it would invalidate the activity; or
- 20 Hour Exception: The time limit is longer than 20 hours.

2.2.2 Pause, Stop, Hide

For moving, blinking, scrolling, or auto-updating information, all of the following are true:

- Moving, blinking, scrolling: For any moving, blinking or scrolling information that (1) starts automatically, (2) lasts more than five seconds, and (3) is presented in parallel with other content, there is a mechanism for the user to pause, stop, or hide it unless the movement, blinking, or scrolling is part of an activity where it is essential; and

- Auto-updating: For any auto-updating information that (1) starts automatically and (2) is presented in parallel with other content, there is a mechanism for the user to pause, stop, or hide it or to control the frequency of the update unless the auto-updating is part of an activity where it is essential.

Guideline 2.3 – Seizures and Physical Reactions

Do not design content in a way that is known to cause seizures or physical reactions.

2.3.1 Three Flashes or Below Threshold

Web pages do not contain anything that flashes more than three times in any one second period, or the flash is below the general flash and red flash thresholds.

2.4.1 Bypass Blocks

A mechanism is available to bypass blocks of content that are repeated on multiple Web pages.

2.4.2 Page Titled

Web pages have titles that describe topic or purpose.

2.4.3 Focus Order

If a Web page can be navigated sequentially and the navigation sequences affect meaning or operation, focusable components receive focus in an order that preserves meaning and operability.

2.4.4 Link Purpose (In Context)

The purpose of each link can be determined from the link text alone or from the link text together with its programmatically determined link context, except where the purpose of the link would be ambiguous to users in general.

Guideline 2.5 – Input Modalities

Make it easier for users to operate functionality through various inputs beyond keyboard.

2.5.1 Pointer Gestures

All functionality that uses multipoint or path-based gestures for operation can be operated with a single pointer without a path-based gesture, unless a multipoint or path-based gesture is essential.

2.5.2 Pointer Cancellation

For functionality that can be operated using a single pointer, at least one of the following is true:

- No Down-Event: The down-event of the pointer is not used to execute any part of the function;
- Abort or Undo: Completion of the function is on the up-event, and a mechanism is available to abort the function before completion or to undo the function after completion;
- Up Reversal: The up-event reverses any outcome of the preceding down-event;
- Essential: Completing the function on the down-event is essential.

2.5.3 Label in Name

For user interface components with labels that include text or images of text, the name contains the text that is presented visually.

2.5.4 Motion Actuation

Functionality that can be operated by device motion or user motion can also be operated by user interface components and responding to the motion can be disabled to prevent accidental actuation, except when:

- Supported Interface: The motion is used to operate functionality through an accessibility supported interface;
- Essential: The motion is essential for the function and doing so would invalidate the activity.

2.5.5 Target Size (Enhanced)

Principle 3 – Understandable

Information and the operation of the user interface must be understandable.

Guideline 3.1 – Readable

Make text content readable and understandable.

3.1.1 Language of Page

The default human language of each Web page can be programmatically determined.

3.1.2 Language of Parts

Guideline 3.2 – Predictable

Make Web pages appear and operate in predictable ways.

3.2.1 On Focus

When any user interface component receives focus, it does not initiate a change of context.

3.2.2 On Input

Changing the setting of any user interface component does not automatically cause a change of context unless the user has been advised of the behavior before using the component.

Guideline 3.3 – Input Assistance

Help users avoid and correct mistakes.

3.3.1 Error Identification

If an input error is automatically detected, the item that is in error is identified and the error is described to the user in text.

3.3.2 Labels or Instructions

Labels or instructions are provided when content requires user input.

Principle 4 – Robust

Content must be robust enough that it can be interpreted by a wide variety of user agents, including assistive technologies.

Guideline 4.1 – Compatible

Maximize compatibility with current and future user agents, including assistive technologies.

4.1.1 Parsing

In content implemented using markup languages, elements have complete start and end tags, elements are nested according to their specifications, elements do not contain duplicate attributes, and any IDs are unique, except where the specifications allow these features.