

# Accessibility Commitment Charter

- Name of the training organization: Human Capital Link \_\_\_\_\_
- SIRET: 81127882900023 \_\_\_\_\_
- Training location(s): 35-37 rue de Rome, 75008 Paris \_\_\_\_\_  
\_\_\_\_\_
- Date updated: April 13, 2026 \_\_\_\_\_
- Signatory (legal representative): Margaux GRISARD \_\_\_\_\_

## 1. Purpose

This charter formalizes [Human Capital Link's](#) commitment to ensuring accessibility and providing an inclusive environment for people with disabilities, in accordance with the law of February 11, 2005, and indicator 26 of the Qualiopi framework.

## 2. Commitments

For each training program and location (in-person or online), the organization commits to:

1. **Mobilize a network** of experts and partners in the field of disability and specify the procedures for providing support when hosting people with disabilities.

2. **Appoint a Disability Liaison Officer** whose role is clearly defined and who receives regular training.
3. **Identify individual needs** in advance: pedagogical, technical, and organizational requirements.
4. **Adapt training programs** to these needs: adapted equipment, adjusted pace, accessible materials, and human/technical assistance.
5. **Provide individualized educational support** and the option for reorientation if necessary.
6. **Raise awareness and train staff and instructors** on accessibility issues.
7. **Monitor, evaluate, and refine** the approach: gather feedback, establish a shared vision, and develop a plan for continuous improvement.

### 3. Organization and Governance

Role	Name	Key Responsibilities
Disability Liaison	Delphine Hervot	Needs assessment, coordination of accommodations, liaison with partners, intern supervision
Accessibility Project Group	Delphine Hervot Margaux Grisard Aurélie Lefevre	Annual planning, self-assessment, progress plan

## 4. Network of available partners

- Association for People with Disabilities in Paris
- Agefiph IDF
- Apajh 75
- Comet - Premises accessible to people with disabilities
- Specialized service providers (see [file](#))

### Procedures for Engaging Partners in the Disability Sector

The organization relies on a network of specialized partners (Agefiph, associations, specialized service providers) that can be engaged depending on the identified disability situations.

Needs are assessed using an internal grid that lists types of disabilities and associated accommodations (see [internal disability management table](#)).

#### 1. Contact Procedures

If external support is needed, the Disability Liaison Officer schedules a meeting with the learner to identify their needs, then identifies the identify a suitable partner and contact them by email or phone within 48 hours of the initial interview with the learner.

Partner contact information is centralized in an internal document that is updated annually.

#### 2. Terms of Engagement

Partners may provide support in several ways:

- support in assessing specific needs,
- recommendations for pedagogical or technical accommodations,

- referral to compensation or funding programs,
- one-time assistance or specific follow-up depending on the situation.

Services are provided remotely or in person as needed, in accordance with the framework established with the partner.

### **3. Partnership Tracking**

Each request is tracked (date, partner, subject, actions taken) in an internal monitoring [tool](#).

An annual review allows us to:

- assess the relevance of the partners involved,
- adjust the network,
- improve support mechanisms.

Feedback is incorporated into the continuous improvement process.

## **5. Reception and adaptation procedures**

1. **Preliminary one-on-one meeting** (in person or via video conference) to identify specific needs.
2. **Personalized adaptation plan**, to be drafted and approved before the start of the session.
3. **Ongoing monitoring** and real-time adjustments based on how the situation evolves.
4. **Reporting procedure and reorientation** if it becomes impossible to continue under appropriate conditions.

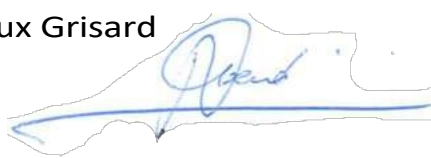

## 6. Monitoring, evaluation, and communication

- **Once a year:** accessibility assessment + progress plan (min. 2 areas).
- Results and actions are shared with teaching, administrative, and partner teams.
- Providing learners with an **accessibility statement**: [Comet Meeting accessibility statement](#)

## 7. Validity Period

The charter is valid for **12 months**, renewable following an assessment of progress and renewal of commitments.

## 8. Signatures

Role	Name & Signature	Date
Legal Representative	Margaux Grisard 	April 13, 2026
Disability Liaison	Delphine Hervot 	April 13, 2026