



Multi-Year Accessibility Plan

Purpose

This 2012 to 2021 accessibility plan outlines the policies and actions that PIP Animation Services Inc. will put in place to improve opportunities for people with disabilities in accordance with the requirements communicated under the Integrated Accessibility Standards, Ontario Regulation 191/11.

Statement of Commitment

At PIP Animation Services Inc., we believe in integration and are committed to ensuring equal opportunity and to providing a barrier-free environment which allows all people to maintain their independence and dignity. We do so by removing and preventing barriers and meeting requirements set out under the Accessibility for Ontarians with Disabilities Act (2005) and its associated Regulations and we strive to meet the needs of individuals with disabilities in an effective and timely manner.

Plan

Act Section & Description	Action	Status	Responsibility
Deadline: January 1, 2012			
Part III: Employment Standards			
27. Workplace Emergency Response Information <ul style="list-style-type: none"> • Provide individualized workplace emergency response information to employees who have a disability. • If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, we shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee. • The required information will be provided as soon as is practicable after we become aware of the need for accommodation due to the employee's disability. • Individualized workplace emergency response information will be reviewed: <ol style="list-style-type: none"> a) when the employee moves to a different location in the organization, b) when the employee's overall accommodations needs or plans are reviewed, and c) when we review our general emergency response policies. 		Compliant *On going as needed	Human Resources
Deadline: January 1, 2014			
Part I: General			



<p>3. Establishment of Accessibility Policies</p> <ul style="list-style-type: none"> Develop, implement and maintain policies governing how PIP Animation will achieve accessibility 	<p>Establish accessibility policies.</p>	<p>Compliant</p>	<p>Human Resources</p>
<p>4. Accessibility Plans</p> <ul style="list-style-type: none"> Establish, implement, maintain and document a multi-year accessibility plan. Post the accessibility plan on our websites. Provide the plan in an accessible format upon request. Review and update the accessibility plan at least once every five years. 	<p>Develop a multi-year accessibility plan.</p>	<p>Compliant</p>	<p>Human Resources in conjunction with the IT Department</p>
<p>6. Self-Serve Kiosks</p> <ul style="list-style-type: none"> Have regard to the accessibility for persons with disabilities when designing, procuring or acquiring self-service kiosks. 	<p>Review accommodation requirements should we implement self-service Kiosks</p>	<p>Compliant</p>	<p>Chief Financial Officer</p>
<p>Part II: Information and Communication Standards</p>			
<p>14. Accessible Websites & Web Content</p> <ul style="list-style-type: none"> Make new PIP Animation websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 – Level A. 	<p>Implement requirements to conform with WCAG 2.0 – Level A.</p>	<p>Compliant *On going as needed</p>	<p>IT Department and Chief Financial Officer</p>
<p style="text-align: center;">Deadline: January 1, 2015</p>			
<p>Part I: General</p>			
<p>7. Training</p> <ul style="list-style-type: none"> Ensure that training is provided on the requirements of the accessibility standards referred to in this regulation and the Human Rights Code as it pertains to persons with disabilities to: <ul style="list-style-type: none"> a) All employees & Volunteers; b) All persons who participate in 	<p>Source a training platform to deliver training to employees, volunteers, and contractors.</p> <p>Install a training workstation.</p> <p>Implement</p>	<p>Compliant</p>	<p>Human Resources</p>



<p>developing the organization's policies; and</p> <p>c) All other persons who provide goods, services or facilities on behalf of the organization.</p>	<p>training program.</p>		
<p>Part II: Information and Communication Standards</p>			
<p>11. Feedback</p> <ul style="list-style-type: none"> Ensure that the process for receiving feedback and responding to feedback are accessible to persons with disabilities Provide or arrange for accessible formats and communication support upon request 	<p>Identify sources of internal and external feedback.</p> <p>Determine alternate formats.</p> <p>Review and update process as required.</p>	<p>Compliant</p>	<p>Human Resources</p> <p>Manager Receiving feedback</p>
<p>Deadline: January 1, 2016</p>			
<p>Part II: Information and Communication Standards</p>			
<p>12. Accessible Formats & Communication Supports</p> <ul style="list-style-type: none"> Upon request, provide or arrange for the provision of accessible formats and communication supports: <ul style="list-style-type: none"> a) In a timely manner taking into account the person's accessibility needs due to disability; and b) At a cost that is no more than the regular cost charged to other persons. Consult with the person making the request in determining the suitability of an accessible format or communication support. Notify the public about the availability of accessible formats and communication supports. 	<p>Review and update process for accessibility requests.</p> <p>Identify suppliers for accessible formats.</p> <p>Update websites to reflect accessible formats and communications support.</p>	<p>Compliant</p>	<p>Human Resources</p> <p>IT</p>
<p>Part III: Employment Standards</p>			
<p>22. Recruitment – General</p> <ul style="list-style-type: none"> Notify employees and the public about the availability of accommodation for applicants for applicants with disabilities in the recruitment process. 	<p>Review current recruitment processes and systems and update as required.</p>	<p>Compliant</p>	<p>Human Resources</p>
<p>23. Recruitment, Assessment or Selection Process</p> <ul style="list-style-type: none"> Notify Job applicants, when they are individually selected to participate in an 	<p>Review current recruitment processes and systems and</p>	<p>Compliant</p>	<p>Human Resources</p>



<p>assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used.</p> <ul style="list-style-type: none"> If a selected applicant requests an accommodation, consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner taking into account the applicant's accessibility needs. 	<p>update as required.</p>		
<p>24. Notice to Successful Applicants</p> <ul style="list-style-type: none"> In offer of employment, notify the successful applicant of PIP Animation's policies for accommodating employees with disabilities. 	<p>Review current recruitment processes and systems and update as required.</p>	<p>Compliant</p>	<p>Human Resources</p>
<p>25. Informing Employees of Support</p> <ul style="list-style-type: none"> Inform employees of policies used to support its employees with disabilities, including but not limited to, policies of the provision of job accommodations that take into account an employee's accessibility needs. Provide the information to new employees as soon as is practicable after they begin their employment. Provide updated information to employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs. 	<p>Review current communication and onboarding process and update as required.</p> <p>Install a training workstation.</p> <p>Implement a process to inform employees of any changes to policies on job accommodations.</p>	<p>Compliant</p>	<p>Human Resources</p>
<p>26. Accessible Formats & Communication Supports for Employees</p> <ul style="list-style-type: none"> Consult with the employee to provide or arrange for the provision of accessible formats and communication supports for: <ul style="list-style-type: none"> a) Information that is needed in order to perform the employee's job; and b) Information that is generally available to employees in the workplace. Consult with the employee making the request in determining the suitability of an accessible format or communication support 	<p>Review current communication and onboarding process and update as required.</p>	<p>Compliant</p>	<p>Human Resources</p>
<p>28. Documented Individual Accommodation Plans</p> <ul style="list-style-type: none"> Have a written process for the development of documented individual accommodation plans for employees with disabilities, which includes: 	<p>Review current process and update as required.</p>	<p>Compliant</p>	<p>Human Resources</p>



<ol style="list-style-type: none"> 1. Employee requesting accommodation can participate in the development of the individual accommodation plan. 2. Employee is assessed on an individual basis. 3. Employer can request evaluations by outside medical or other expert at the employers expense, to assist the employer in determining if accommodation can be achieved and, if so, how. 4. Employee can request the participation of representative from the workplace in the development of the accommodation plan. 5. Steps taken to protect the privacy of the employee's information. 6. Frequency with which the individual accommodation plan will be reviewed, updated, and how. 7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee. 8. Means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs. 			
<p>29. Return to Work Process</p> <ul style="list-style-type: none"> • PIP Animation will: <ol style="list-style-type: none"> a) Develop and have in place a return to work process for its employees that require disability-related accommodations in order to return to work; and b) Shall document the process. • The return to work process shall: <ol style="list-style-type: none"> a) Outline the steps to facilitate the return to work of employees who were absent because of their disability; and b) Use individual documented accommodation plans, as described in section 28, as part of the process. • This return to work process does not replace or override any other return to work process under any other statute. 	<p>Review current process and update as required.</p>	<p>Compliant</p>	<p>Human Resources</p>
<p>30. Performance Management</p>	<p>Review current process and</p>	<p>Compliant</p>	<p>Human Resources</p>



<ul style="list-style-type: none"> PIP Animation will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using performance management process with respect to employees with disabilities. 	update as required.		
<p>31. Career Development and Advancement</p> <ul style="list-style-type: none"> PIP Animation will take into account the accessibility needs of employees with disabilities, as well as any individual accommodation plans, when providing career development and advancement to employees with disabilities. 	Review current process and update as required.	Compliant	Human Resources
<p>32. Redeployment</p> <ul style="list-style-type: none"> PIP Animation will take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities. 	Review current process and update as required.	Compliant	Human Resources

Deadline: January 1, 2017

Part IV.1: Design of Public Spaces Standard

<p>80.1-80.44 Public Spaces</p> <ul style="list-style-type: none"> PIP Animation will focus on removing barriers when making new or redeveloping buildings and public space to meet accessibility standards including: <ul style="list-style-type: none"> a) Recreation trails/beach access routes b) Outdoor public eating areas c) Outdoor play spaces d) Outdoor paths of travel e) Accessible Parking f) Service related elements, such as counters and waiting areas g) Maintenance and restoration of public spaces. 	<p>Review accessibility in buildings and public spaces.</p> <p>Implement a plan to update as required and during new builds or major redevelopments.</p>	Complaint	Chief Financial officer in conjunction with Human Resources
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Deadline: January 1, 2021

Part II: Information and Communications Standards



<p>14. Accessible Websites and Web Content</p> <ul style="list-style-type: none"> • Make PIP Animation Websites and web content conform with the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 – Level AA (Excluding success criteria 1.2.4 and 1.2.5 as outlines in the Act) 	<p>Implement requirements to conform to WCAG 2.0 – Level AA</p>	<p>Ongoing</p>	<p>Human Resources in conjunction with the IT Department</p>
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Closing Statement

In accordance with the AODA and with PIP Animation Services Inc.’s goal of treating all people in a way that allows them to maintain their dignity and independence while creating an inclusive work environment, the Multiyear Accessibility plan is posted on PIP Animation Services Inc.’s website and will be reviewed and updated at least every 5 years.

If you have any questions, or have feedback related to PIP Animation Services Inc.’s Multi-Year Accessibility Plan, please email info@pipanimation.com or contact us at (613) 569-4886.