



**PRECISION  
RECORD  
PRESSING**

# MULTI-YEAR ACCESSIBILITY PLAN

2024-2029

Precision Record Pressing is committed to building and preserving for its employees a safe, productive, and healthy working environment based on mutual respect.

Introduced May 30th, 2024.  
Last updated: May 30th, 2024.

## Table of Contents

Statement of Commitment .....	3
Information and Communication .....	3
Employment .....	3
Policies and Training .....	3
Feedback .....	4

## Statement of Commitment

Precision Record Pressing (“PRP” or “the Company”) is fully committed to supporting and acting in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). As part of this commitment, a Multi-Year Accessibility Plan (MYAP) has been developed. This plan outlines the Company’s strategy to identify, prevent and remove barriers to accessibility for those with disabilities.

Accordingly, the Company will do the following:

- Post the MYAP to the Company website.
- Provide the plan in an accessible format when requested.
- At least once every five years, review and update the plan.

## Information and Communication

In accordance with the information and communication standards under the AODA, PRP will:

- Ensure all company websites and web content conform with Level AA of the World Wide Web Consortium Content Accessibility Guidelines (WCAG) 2.0 by July 31<sup>st</sup>, 2024.
- Ensure accessible formats and supports for people with disabilities are provided in a timely manner when requested, and at no additional cost.

## Employment

In accordance with the employment standards under the AODA, PRP will:

- Ensure all employment processes are inclusive, specifically:
  - Notifying all applicants of the Company’s commitment to accessibility and availability of accommodation upon request.
  - Provide accessible formats and communications support that are sufficient for the employee’s accessibility requirements upon request.
  - Consider employees disability and accommodation needs during performance management.
  - Provide employee’s with appropriate support upon their return to work following absences which resulted in accommodations.

## Policies and Training

In accordance with the policies and training initiatives under the AODA, PRP has and will continue to:

- Implement and maintain an accessibility policy that outline the Company’s commitment to meet the needs of people with disabilities.
- Train all staff on accessibility standards and human rights legislation, specifically related to people with disabilities.

- Provide individualized emergency response plans to employees with disabilities who have indicated that they require assistance in the event of an emergency.

For more information on our accessibility plan, or to receive this plan in an alternate format, please contact us:

- By email: [hr@precisionpressing.com](mailto:hr@precisionpressing.com)
- By phone: 289-635-1811 ext 1135
- By mail: Attention Human Resources, 875 Laurentian Drive Unit 1, Burlington ON L7N 3W7