



**PRECISION
RECORD
PRESSING**

ACCESSIBILITY POLICY

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

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Table of Contents

Statement of Commitment	3
Training	3
Information and Communications Standards.....	3
Feedback	3
Accessible Formats and Communications.....	4
Accessible websites and web content.....	4
Employment Standards.....	4
Recruitment (General)	4
Recruitment, Assessment or Selection Process.....	4
Notice to Successful Applicants	4
Informing Employees of Supports	4
Accessible Formats and Communication Supports for Employees.....	5
Individualized Workplace Emergency Response Information.....	5
Individualized Accommodation Plans	5
Return to Work Process	5
Performance Management, Career Development and Advancement & Redeployment	6
Customer Service.....	6
Use of Service Animals and Support Persons.....	6
Notice of Temporary Disruptions.....	6

Statement of Commitment

Precision Record Pressing ("PRP" or "the Company" is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence.

We believe in integration, and we are committed to meeting the needs of people with disabilities in a timely manner. This policy outlines how we will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the Accessibility for Ontarians with Disabilities Act and Ontario's accessibility laws.

Additionally, this policy outlines our commitment to provide customer service that is inclusive, barrier free and meets the unique needs of persons with disabilities. This policy pertains to the provision of goods and services to the public, not the goods themselves.

Training

Precision Record Pressing is committed to training all staff in Ontario's accessibility standards and aspects of the Ontario Human Rights Code that relate to persons with disabilities. The training provided to employees relates to their specific roles.

In addition to training staff, we will train:

- All persons who participate in developing the organizations policies and;
- All persons who provide goods, services or facilities on behalf of the organization

Employees shall be trained as soon as practicable following hiring and will be trained with respect to any changes of policies.

Training will include but is not limited to:

- Purpose of applicable legislation
- How to interact and communicate with people with various types of disabilities
- How to interact with people with disabilities that use assistive devices, service animals or support persons
- What to do if a person with a disability is having trouble accessing Precision Record Pressing's services

Information and Communications Standards

Feedback

Precision Record Pressing will ensure that its process for receiving feedback remains accessible to people with disabilities by providing or arranging for accessible formats and communications supports, upon request.

We invite people with disabilities, employees, and people who use our services to provide their feedback on our Accessibility plan, how the plan is implemented, any barriers that may

be encountered when working for or with us and our feedback process. Feedback helps us identify barriers and respond to concerns.

Feedback can be provided the following ways:

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

Accessible Formats and Communications

Precision Record Pressing will provide or arrange for provision of accessible formats and communications in a timely manner, while considering the person's accessibility needs due to disability.

We will consult with the person making the request in determining the most appropriate accessible format or communication support.

We will notify the public and its customers about the availability of accessible formats and communication supports.

Accessible websites and web content

Precision Record Pressing will ensure that our Internet websites, including web content, conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 at Level AA unless deemed impracticable or exemptions apply.

Employment Standards

Recruitment (General)

Precision Record Pressing will notify its employees and the public about the availability of accommodation for applicants with disabilities throughout its recruitment process.

Recruitment, Assessment or Selection Process

Precision Record Pressing will notify job applicants, when they are individually selected to participate in an assessment, that accommodations are available upon request in relation to the materials or processes that are being used. The company will arrange for provision in a way that considers the applicants accessibility needs due to disability.

Notice to Successful Applicants

When making offers of employment, Precision Record Pressing will notify the successful applicant of its policies for accommodating employees with disabilities.

Informing Employees of Supports

Precision Record Pressing will continue to inform its employees of its policies (and their updates) used to support employees with disabilities including those on the provision of job accommodations that consider an employee's accessibility needs due to disability. This information will be made available to new employees as soon as practicable after employment begins.

Accessible Formats and Communication Supports for Employees

Upon request, Precision Record Pressing will consult an employee with a disability to provide or arrange for the provision of accessible formats and communication supports for information that is needed to perform their job and information that is generally available to other employees. The company will consult with the employee making the request in determining the suitability of an accessible format or communication support.

Individualized Workplace Emergency Response Information

Precision Record Pressing will provide individualized workplace emergency response information to employees with a disability, if the disability is such that the individualized information is necessary and if the Company is aware of the need for accommodation due to the employee's disability. Precision Record Pressing will provide this information as soon as practicable after becoming aware of the need for accommodation.

With consent of the employee, Precision Record Pressing will provide the workplace emergency response information to the person designated by the company to provide assistance to the employee.

Workplace emergency response information will be reviewed when the employee moves to a different location in the organization or when the employee's overall needs change.

Individualized Accommodation Plans

Precision Record Pressing will maintain a written process for the development of documented individual accommodation plans for employees with disabilities. Upon request, information regarding accessible formats and communications supports provided will also be included in individual accommodation plans.

Furthermore, the plans will include individualized workplace emergency response information and will identify any other accommodations that is to be provided.

Return to Work Process

Precision Record Pressing maintains a documented return to work process for its employees who have been absent from work due to a disability and who requires disability-related accommodations in order to return to work.

The return-to-work process outlines the steps that Precision Record Pressing will take to facilitate the return to work and will include documented individual accommodation plans as part of the process.

The return-to-work process will not replace any other return to work process created by or under any other statute.

Performance Management, Career Development and Advancement & Redeployment

Precision Record Pressing will consider the accessibility needs of employees with disabilities as well as individual accommodation plans, when conducting performance management providing career development and advancement to employees, or when redeploying employees.

Customer Service

Use of Service Animals and Support Persons

Precision Record Pressing is committed to welcoming people of disabilities who are accompanied by service animals or support persons on the parts of our premises that are open to the public and other third parties. We will also ensure that staff, volunteers, or others are properly trained in how to interact with people with disabilities who are accompanied by a service animal.

Any person with a disability that is accompanied by a support person will be allowed to have that person accompany them on our premises. At no time will a person who requires a support person be prevented from having access to their support person while on our premises.

Notice of Temporary Disruptions

Precision Record Pressing will give notice to customers in the event of a planned or unexpected disruption in the facilities or services usually used by people with disabilities. This notice will include information about the reason of the disruption, anticipated duration, and a description of alternate services, if available.

This will be posted at all entrances on our premises.