



MERCURY FILMWORKS
MULTI-YEAR ACCESSIBILITY PLAN
(2014 - 2021)

MERCURY FILMWORKS is committed to treating all people in a respectful manner that allows people to maintain their dignity and independence. We believe in integration and equal opportunity.

This Multi-Year Accessibility Plan outlines Mercury Filmworks' strategy and action plan to meet the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the ***Accessibility for Ontarians with Disabilities Act*** (the "AODA"), and all related regulations for customer service and care.

Current and Ongoing Initiatives:

2014

- ✓ Implemented new Accessibility Policy. Posted new policy internally and notified all employees.
- ✓ Provided training to employees who deal with third parties and visitors to our studio. Training also provided to employees involved in the development of policies, plans, practices and procedures related to our company.
- ✓ Reviewed website to ensure compliance with Web Content Accessibility Guidelines (WCAG 2.0 Level A).
- ✓ Filed accessibility compliance reports.

2015

- ✓ Established an Accessibility Committee in coordination with the Health & Safety Committee in order to ensure an accessible work place.
- ✓ All recruitment and job postings indicate that Mercury Filmworks will accommodate disabilities during any selection process.
- ✓ Work station modifications accommodated as requested.
- ✓ Continued training to employees who deal with third parties and visitors to our studio as well as employees involved in the development of policies, plans, practices and procedures related to our company.
- ✓ Any new and refresh material on website compliant with the WCAG 2.0 Level A.
- ✓ Ministry of Labour on-site field visit conducted for Health & Safety and Notice of Compliance received.

2016

- ✓ Any new and refresh material on website compliant with the WCAG 2.0 Level A.

- ✓ Review and update our Accessibility Policy. Highlight accomplishments to date.
- ✓ Ensure all job postings indicate that “Mercury Filmworks welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.”
- ✓ Hiring Managers are instructed to ask all candidates if they require any type of accommodation for their interview and reasonable accommodations are implemented.
- ✓ Ensure all public spaces are compliant.
- ✓ Implement employee performance reviews to include any accessibility needs and individual accommodation plans for employees.
- ✓ Implementation of return to work process.

2017

- ✓ Any new and refresh material on website compliant with the WCAG 2.0 Level A.
- ✓ File accessibility documents and report accessibility achievements.
- ✓ Review and Update Accessibility Policy and Multi-Year Accessibility Plan.

Future Strategies and Initiatives:

2017

- Implement new HR software to assist with the coordination of employee accommodation plans, training and reporting.
- Accessibility Committee to continue to meet on a semi-annual basis to review AODA requirements, policy, accommodations and implement strategies to ensure an accessible workplace for both employees and third parties.
- Continue employee training for all employees who were not trained at initial orientation.
- Review emergency response information and update any individual plans where required.
- Review all recruitment and job postings to ensure compliance with policies.

2018

- Implement employee consultation and survey new hires regarding on-boarding procedures to minimize any potential employment barriers which may exist that have not been previously identified.
- Ensure timely response to any and all feedback or questions pertaining to Mercury’s accessibility and related policies.
- Review and update our Accessibility Policy in light of survey.
- Continue employee training for all new employees at orientation.
- Review emergency response information and update any individual plans where required.
- Review written return to work plans for any employees returning from short term or long term leave are
- Ensure any new and refresh material added to website is compliant with WCAG 2.0 Level A.
- Include the identification of any employment barriers during employee exiting procedures to rectify any issues.

2019

- Continue to respond to all feedback and questions pertaining to our Accessibility Policy and identifying any action required in response.

- Ensure any new website material or significant refresh material added to website is compliant with WCAG 2.0 Level A.
- Ensure employee performance reviews discuss and indicate in writing any accessibility needs and individual accommodation plans for employees.
- Review emergency response information and update any individual plans where required.
- Review and update our Accessibility Policy. Highlight accomplishments to date.
- Continue employee training for all new employees at orientation.

2020

- Perform a website audit to ensure entire website is compliant with WCAG 2.0 Level A by 2021 as required.
- Review and update our Accessibility Policies. Perform audit of policies and premises to ensure legal compliance.
- Continue employee training for all new employees at orientation.
- Report accessibility achievements. Highlight accomplishments to date.

2021

- Entire website shall be compliant with WCAG 2.0 Level AA.
- Mercury Filmworks shall ensure it complies with all accessibility requirements, this Multi-Year Accessibility Plan, and continue to strategize and implement modifications where necessary.

Contact Information:

For questions or to obtain further information, please contact us below.

Email: info@mercuryfilmworks.com

Phone: 613-482-1814 ext. 221 - Receptionist will direct you to the appropriate person.

Mail: Mercury Filmworks
53 Auriga Drive,
Ottawa, Ontario, Canada K2E 8C3.
Attention: Operations Department

In Person: Please see receptionist in front lobby.

Documents & Policies are available in alternative formats upon request.