



Multi-Year Accessibility Plan

Big Viking Games is committed to ensuring equal access and participation for people with disabilities. All services and products provided by Big Viking Games follow, and will continue to follow the principles of dignity, independence, integration and equal opportunity.

Big Viking Games' multi-year Accessibility Plan outlines the company's strategy and the actions that have, and will be, implemented to prevent and remove barriers from its workplace, and to improve opportunities for persons with disabilities. It defines the steps our company is taking to meet its requirements under the Accessibilities for Ontarians with Disabilities Act (AODA) in addition to the initiatives in respect of the AODA's Accessibility Standards in making Ontario an accessible province for all Ontarians.

Overview

- I. **General: Accessibility Policies & Plans**
- II. **Information and Communication Standards**
- III. **Employment Standards**
- IV. **Training & Customer Service**
- V. **Compliance Reporting**
- VI. **Contact Information**



I. General: Accessibility Policies & Plans

Requirement	Action	Status	Compliance Date
Accessibility Policies	A statement of commitment and accessibility policy were established, outlining expectations for employees, volunteers and customers. These documents were made publicly available.	Compliant	January 1, 2014
Accessibility Plans	The multi-year Accessibility Plan was established and will be implemented and maintained. It will be reviewed at least once every five (5) years or updated as appropriate.	Compliant & On-going	January 1, 2014

II. Information and Communication Standards

Requirement	Action	Status	Compliance Date
Feedback Process	Processes for receiving and responding to feedback are reviewed. Accessible ways to provide feedback on how goods and services are provided to people with disabilities was made available.	Compliant	January 1, 2015
Accessible Formats & Communication Supports	A statement about the availability of accessible formats and communication supports was created. Provide or arrange for the provision of accessible formats in a timely manner to persons with disabilities, upon request. Consultation with the requester will occur and the availability of format or support will be made available to the public.	Compliant	January 1, 2016
Emergency Procedures and Plans & Public Safety Information	Upon request, prepare and provide emergency information, including evacuation plans or brochures, to the public in an accessible format.	Compliant	January 1, 2012
Accessible websites and web content (Part I)	New internet websites and content to conform with World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level A.	Compliant	January 1, 2014
Accessible websites and web content (Part II)	All internet websites and web content conform with WCAG 2.0 Level AA, except for exclusions set out in the IASR.	On-going	January 1, 2021



III. Employment Standards

Requirement	Action	Status	Compliance Date
Recruitment Processes: Assessment, Selection Processes & Employment Offers	<p>Specify in job descriptions that accommodations are available for applicants with disabilities.</p> <p>Inform applicants participating in assessments or selection processes that accommodations are available upon request. Consult with the applicant and arrange for a suitable accommodation.</p> <p>Notify successful applicant of policies for accommodating employees with disabilities, when making offers of employment.</p>	Compliant & On-going	January 1, 2016
Employee Notifications	<p>Inform new and existing employees of policies used to support employees with disabilities.</p> <p>Upon request and in consultation with the employee with a disability, provide suitable accessible formats/communication supports for information that is required to perform their job and is generally available to employees.</p>	Compliant & On-going	January 1, 2016
Individual Accommodation Plans & Return to Work Process	<p>Develop a written process for the development of individual accommodation plans.</p> <p>Develop and document a return to work process for absences due to a disability. The process will include the steps taken to facilitate their return to work and use their individualized accommodation.</p>	Compliant & On-going	January 1, 2016
Workplace Emergency Response Information	<p>Upon request, provide individualized workplace emergency response information to employees with disabilities.</p>	Compliant & On-going	January 1, 2016
Performance Management, Career Development and Redeployment	<p>Consider the accessibility needs of employees with disabilities and individual accommodation plans during performance management processes, when considering career development/advancement opportunities and during redeployment.</p>	Compliant & On-going	January 1, 2016



IV. Training & Customer Service

Requirement	Description/Action	Status	Compliance Date
Training	Provide training to all employees and volunteers on accessibility standards referred to in the IASR and human rights legislation, as it pertains to people with disabilities. Training is made applicable to job duties.	Compliant	January 1, 2015
Documentation of Training	A written record of accessibility training is maintained.	Compliant & On-going	January 1, 2012

V. Compliance Reporting

Requirement	Description/Action	Status	Compliance Date
Compliance Reports	An update on our progress in becoming compliant with the legislation and its regulations by filing the Accessibility Compliance Report.	Complete & On-going	December 31, 2014 December 31, 2017 December 31, 2020 December 31, 2023

VI. Contact Information

For more information on the multi-year Accessibility Plan, please contact:

Heather Coy-Robinson
 Director of Human Resources
hcoyrobison@bigvikinggames.com

Upon request, a copy of this Accessibility Plan will be provided in an accessible format free of charge.