

ACCESSIBLE EMPLOYMENT POLICY

If you are a person with a disability and require reasonable accommodations to read this document, please contact a member of the Human Resources team.

Overview

GEP Productions (“Company”) is committed to removing any barriers in employment faced by team members with disabilities. As such, we provide a working environment which complies with the requirements of the Employment Standards in the *Integrated Accessibility Standards, Ontario Regulation 191/11*, and as established under the *Accessibility for Ontarians with Disabilities Act, 2005*. It is important to the Company that all employees with disabilities (including potential members) find our workplace to be welcoming and supportive. To that end, we have put in place the processes listed below.

This Accessible Employment Policy applies to all Company employees and job candidates in the Province of Ontario.

Accessible Formats and Communication Supports

The Company will ensure that its employees who have disabilities have access to any information they need to perform their jobs and employment-related information that is generally available to all employees in the workplace, in an accessible format, upon request.

Documented Individual Accommodation Plan (IAP)

If an employee requires reasonable accommodation in the workplace due to a disability, the Company will work with the employee to prepare an IAP outlining, among other things, any accommodation measures that will be implemented. The IAP will be provided to the employee in a format which takes into account his or her disability.

The IAP process will be kept as confidential as possible. No information will be released to other team members without the permission of the employee, except as where required for reasonable operational purposes: those who are informed will be advised on a “need to know” basis only (e.g., direct supervisor of the employee).

The IAP Process is as follows:

- Employee advises their Manager or Human Resources that they require an accommodation due to a disability. If the employee advises his or her Manager, the Manager is responsible for contacting Human Resources to engage this IAP Process.
- Employee participates in the development of the IAP with Human Resources. The employee may request to Human Resources the participation of one (1) representative from the workplace to participate in this process with the employee.
- Employee provides Human Resources with information and documentation regarding the employee’s functional limitations and advises how the Company may be able to accommodate the disability. The Company will consider the employee’s proposals however, ultimately it is up to the Company to determine what, if any, reasonable accommodations will be provided, based on the documentation submitted by the employee and the Company’s operational needs.

- The Company can, at its discretion, request an evaluation by an outside medical or other expert, at the Company's expense, to assist in assessing potential options to accommodate the employee.
- Human Resources documents the accommodation requirements in the IAP, including any workplace emergency response information that may be required.
- Within one (1) week of finalizing the IAP, the Company will provide the employee with a copy of the IAP in a format which takes into account the individual's disability. A copy is placed in the employee's file and a copy will be provided to the employee's direct supervisor.
- Human Resources takes responsibility for ensuring the plan of action outlined in the IAP is in place.
- Each IAP is reviewed in January of each year or when the Company receives information suggesting that the employee's disability-related needs have changed.

If the Company determines that it accommodation is not required or if the Company cannot accommodate the employee without undue hardship, the employee will be provided with the reasons for this decision.

Workplace Emergency Response Information

The Company will work with you to provide any additional reasonable accommodations that may be required in the event of an emergency and will document these measures in your IAP.

If you are a person with a temporary or permanent disability, and require assistance in the event of an emergency, please contact the Human resources team so that the Company can provide you with a personalized workplace emergency response plan, with your input and consent.

The Company will review and update, if necessary, the response plan when you change locations, your overall accommodation needs and/or accommodation plan are reviewed and when the Company's general emergency policies are reviewed.

If you require assistance in emergency situations, the Company will provide your personalized workplace emergency response plan to a designated person(s), with your consent and in a way that respects your privacy.

Return to Work Process

After an employee has been absent from work due to a disability, the Company works with the relevant parties to successfully re-integrate the employee back to work. The Return to Work process is documented in the IAP.

Performance Management, Career Development and Redevelopment

The Company strives to ensure that individuals with disabilities have the same access to career development and training opportunities as all other employees, and will provide reasonable accommodation where applicable. The Company will consider the needs of employees with disabilities during any performance management process and when an employee is moved to a new position or is promoted.

Where an employee with a disability is redeployed, the Company will work with that individual to ensure they are trained and accommodated, as is reasonable in the circumstances.

For Further Information

For further information, please contact the Human Resources Team