

SNOWED IN STUDIOS' ACCESSIBILITY PLAN

Introduction

Snowed In Studios (a Keywords studio) is committed to ensuring that our facilities and services are accessible to people with disabilities. Our goal is to foster an accessible environment that treats people with disabilities with dignity and respect. We are committed to preventing barriers to accessibility and meeting all accessibility requirements under the Accessibility for Ontarians with Disabilities Act (AODA). The AODA requires Snowed In Studios to create and maintain an accessibility plan to outline how the company plans to address any barriers to accessibility now and in the future. This plan coupled with our *Keywords Accessibility Policy* will be our roadmap to creating and maintaining an accessible studio.

Information and Communications: Past Achievements

In 2021, Snowed In Studios has made great strides in accessibility. Since we do not receive customers, our internal and external communications are a crucial way for us to maintain our clientele, recruit new employees, and participate in the game development community. This year, we have:

- Created and distributed a set of accessibility guidelines to all staff members.
- Provided accessible formats for staff communications and learning materials, upon request.
- Outlined examples of positive communication methods and ways to communicate with accessibility in mind in our Accessibility Guidelines.

Information and Communications: Going Forward

From 2022 to 2026, Snowed In Studios wishes to continue to maintain and upgrade our accessible methods of communication. We want our studio to be able to provide accessible information to people with disabilities in person and online. Our future goals include:



- To optimize our website (www.snowedin.ca) to be compatible with screen reading software.
- To add alt text descriptions to photos that are posted on our website and social media accounts.
- To explain to our clients that accessible forms of communication can be available, upon request.

Employment: Past Achievements

In 2021, Snowed In Studios experienced rapid growth. Throughout that growth, we have tried to keep accessibility in mind. We have tried to create an accessible environment for all employees and potential employees. This year, we have:

- Added disclaimers to our job ads to specify that we are welcoming applications from people with disabilities, and that we will make accommodations to the interview process upon request.
- Ensured that all staff members received training about Ontario's accessibility laws. This training is also included in new employee on-boarding.
- Created documents for employee accommodation requests and back to office plans.

Employment: Going Forward

From 2022 to 2026, Snowed In Studios wishes to continue to create an accessible environment for all employees. Our future goals include:

- Hiring a dedicated HR representative for the studio.
- Collaborating with our HR representative when creating new company policies, to ensure that they are accessible in their language and formatting.
- Continuing to add disclaimers to our job ads that specify that we welcome applications from people with disabilities, and that we will make accommodations to the interview process upon request.



Other: Past Achievements

Although Snowed In Studios does not own the office location at 250 City Centre Avenue, we have still tried to think about accessibility when it comes to our office design. In 2021 we have:

- Frequent communication with the office buildings' landlords to discuss any barriers to accessibility.
- Created a Health and Safety Committee at both of our office locations. This committee is performing frequent assessments about the health and safety concerns of our office, which includes accessibility.

Other: Going Forward

From 2022 to 2026, Snowed In Studios hopes to continue to create an office environment that is accessible to all employees. As our staff numbers grow, our accessibility concerns will also grow. Our future goals include:

- Continuing to have open communication with the office buildings' landlords to discuss any barriers to accessibility.
- Making reasonable changes to the office space to accommodate an employee or client's accessibility needs in a timely fashion.

For More Information

For more information about Snowed In Studios' accessibility plan, please contact Hr-ontario@keywordsstudios.com or call 613-656-3372.

You can also contact us through our website and social media:

- <https://snowedin.ca/>
- <https://x.com/snowedinstudios>
- <https://www.instagram.com/snowedinstudios/>



- <https://www.facebook.com/snowedinstudios/>
- <https://www.linkedin.com/company/snowed-in-studios>

Accessible formats for this document are made available upon request.

