



## Tips to have a Disability Inclusive Workplace



International Day of Disabled Persons is celebrated on 3rd December and recognises visible and invisible disabilities, to promote the importance of inclusion in life and the workplace. An annual event, World Disability Day is hosted by the United Nations and encourages business leaders across the globe to value the unique contributions of disabled people.

### How can we behave in ways that are disability-inclusive?

It is especially important for managers to be inclusive in the hiring process and in managing teams.

#### Being inclusive means:

- Taking time to build relationships with your team members
- Asking about their home lives and work-life balance to alleviate concerns about the disabilities they may have
- Educating team members that some disabilities are not visible however not surmountable
- Protecting the privacy of our colleagues and allowing to share if/when comfortable
- Identifying the best method of communication, organizational style and preferred workspace arrangements
- Encouraging use of flexible working arrangement as it benefits productivity and work-life balance for all staff
- Ensuring reasonable accommodations can be made.
- Providing frequent, clear feedback about daily or weekly projects and progress toward overall goals in workplans.
- Scheduling regular feedback discussions. All staff, regardless of disabilities, need to hear how their performance is viewed and to find out what they need to improve.

#### Recognise Neurodiversity

One of the most common invisible disabilities, it is vital to recognise neurodiversity in your workplace. These people uniquely view the world, as their brains are wired differently from their able-bodied counterparts. Neurodiversity speakers regularly attend corporate events to promote the many strengths of neurodiversity and dismantle the stigma.



## What is Neurodiversity?

Neurodiversity defines natural variations of the human brain which influence their cognitive and intellectual processes. Examples of neurodiversity include:

- ADHD
- Autism
- Dyspraxia
- Dyslexia
- Dyscalculia
- Dysgraphia
- Tourette's Syndrome

## Make a Pledge

It is impossible to solve the world's inequalities in a single day, so make a meaningful pledge to celebrate diversity, value accessibility and serve your disabled employees this World Disability Day. Going forward, learn from the experts and implement genuine changes in your workplace which will benefit your disabled staff.

5 meaningful pledges your organisation can make:

- Donate to Disability Charities
- Strengthen Your Discrimination Policies
- Improve Accessibility e.g., Wheelchair Ramps
- Assess Your Employees' Diversity
- Make a Public Statement of Support