

Session Key Takeaways

Fair and equitable treatment

- Equal pay for equal work
- Inclusion of People with Disabilities in training and career development activities
- Considering qualified employees with disabilities for raises and promotions
- Providing health and safety support and protection
- Providing reasonable accommodations when needed so that employees with disabilities can be more effective in their work and participate in all activities at office including extra-curricular activities.

Some tips to consider at review time for employees with disabilities include

- Ensure that your performance review process is barrier-free. Do you need to hold the review in an accessible location? Have a sign-language instructor present? Allow for more time? Are forms or reports in accessible formats and in plain and easy to understand language?
- Ask all employees if they need anything to continue their good performance or to be more productive. This opens the door for employees with disabilities, whether they have disclosed their disability or not, to ask for an accommodation
- Give honest but encouraging feedback
- Allow for an aid or support person to be present if needed to facilitate communication

Employers must be prepared to address Reasonable Accommodation requests in a timely manner. Accommodations should be individualized and based on the person's needs and not based on assumptions about their disability.



Fostering Inclusion

Common Accommodations in Assessment Settings, and Workplaces

GENERAL	PRESENTATION	EQUIPMENT
<ul style="list-style-type: none"><input type="checkbox"/> Accessible workplace (like ramp, audio-visual fire alarm, refreshment facilities)<input type="checkbox"/> Accessible information and trainings (like digital accessibility, training material)<input type="checkbox"/> Accessible online communication<input type="checkbox"/> Provide a mentor or workplace adviser<input type="checkbox"/> Provide transportation<input type="checkbox"/> Provide clear instructions and expectations on the job	<ul style="list-style-type: none"><input type="checkbox"/> Screen Readers<input type="checkbox"/> Sign language<input type="checkbox"/> Braille<input type="checkbox"/> Large print/print on different color sheet<input type="checkbox"/> Assistance from another person<input type="checkbox"/> Provide visual information<input type="checkbox"/> Communication method (writing, speaking and demonstrating)	<ul style="list-style-type: none"><input type="checkbox"/> Magnification<input type="checkbox"/> Amplification<input type="checkbox"/> Noise buffer<input type="checkbox"/> Templates<input type="checkbox"/> Audio/video cassettes<input type="checkbox"/> Lighting/acoustics<input type="checkbox"/> Computer or other machinery
RESPONSE	SCHEDULING	SETTING
<ul style="list-style-type: none"><input type="checkbox"/> Communication device (symbol boards, talking boards)<input type="checkbox"/> Computer or other machinery<input type="checkbox"/> Spell checker<input type="checkbox"/> Braille<input type="checkbox"/> Recorders<input type="checkbox"/> Calculator<input type="checkbox"/> Extra processing time<input type="checkbox"/> Check for understanding<input type="checkbox"/> Communication method (writing, speaking and demonstrating)	<ul style="list-style-type: none"><input type="checkbox"/> Extended time<input type="checkbox"/> Multiple sessions<input type="checkbox"/> Flexible work time (such as around medication schedule) and Extra breaks<input type="checkbox"/> Schedule regular catch-ups for work planning and anxiety management<input type="checkbox"/> Permit to take lunch at exact time each day<input type="checkbox"/> Outline day priorities to help with time management<input type="checkbox"/> Provide advance notice of meeting agendas<input type="checkbox"/> Use organizers<input type="checkbox"/> Phased return to work for employees who become disabled	<ul style="list-style-type: none"><input type="checkbox"/> Number (individual may work better alone or in small groups)<input type="checkbox"/> Place (individual may work better at home or at an off-site setting or better accessible place: like ground floor)<input type="checkbox"/> Proximity (individual may need to be closer to instructor, restrooms, etc.)<input type="checkbox"/> Swap desks with co-workers due to light or smell sensitivity