

What you can do

- Contact the Enabling Centre at the PSC (see Programs and Resources on Page 17) which provides operational advice on accommodation issues and cost).
- Refer to the Treasury Board Secretariat accommodation policy. (DFAIT is presently developing an accommodation policy in response to the ESR.)
- Refer to the Treasury Board Secretariat booklet *Creating a Welcoming Workplace for Employees with Disabilities* at <http://www.tbs-sct.gc.ca>.
- Communicate openly and cooperate with the person who needs accommodation, and ensure that the final accommodation is satisfactory to that person.
- Deal with each accommodation individually. Everyone has different needs and there is usually more than one way to accommodate those needs.
- Encourage participation in DFAIT's employment equity training program.
- Develop committees to work on special diversity projects.
- Discuss employment equity goals and progress with all staff.
- Promote and participate in departmental diversity mentoring programs.
- Promote your department's management training and developmental programs during the career discussion process.
- Promote job-sharing and job-shadowing programs to help employees develop skills.