

- When organizing a meeting, reserve a place close to the speaker/chairperson and distribute a printed version of the speaker's text.

Employees with physical disabilities

- Rearrange furniture or objects in a room to accommodate wheelchairs, scooters or other mobility aids.
- Give directions that include distance and physical obstacles (e.g. you might give a location as 20 metres away, or mention that there are stairs or a curb or a steep hill).
- Meet with all employees to identify needs and formulate a budget to accommodate special needs.

Employees with developmental or psychiatric disabilities

- Get to know the person so that you can include him or her socially or organizationally.
- When needed, offer assistance and provide guidance.

Realize that a learning disability occurs when processing information; it is not related to intelligence or the ability to perform a job well. As these individuals learn in unconventional ways, they often develop high levels of intuitive thinking, planning and organizing. Many people with learning disabilities have great coping strategies that are often evident when they are in a supportive environment.

Employees with hidden disabilities

Some disabilities can be hidden to others. For example, a person with environmental sensitivities might react to perfume or cleaning products. Someone else, such as a person with diabetes, might have specific dietary requirements. Others might have strong allergic reactions to foods like shellfish or nuts. Others may have been diagnosed with Attention Deficit Disorder (ADD). When an employee has identified a need, ask the person how one can adapt the environment or the communication approach to ensure inclusion.

Conclusion

"It is no longer enough to do the right thing, but we must also ensure that we are doing things right. It is no longer sufficient to be a place where people work – the workplace itself must be built around the people and give them the support they need."

Mel Cappe, Clerk of the Privy Council