

# How digital helps you create an Inclusive Workplace



## 1. Motivation

- The best talent want to work for companies that care about Diversity & Inclusion
- So make sure your D&I words are not just compelling, but are based on actual practices that can deliver this

## 2. Disclosure

- Create an atmosphere where staff feel comfortable telling you about their impairments
- You may find you have more staff with impairments than you think



## 3. Reputation

- Make sure your website's key talent user journey (homepage, about us, values, vacancies) is as accessible as what you say in it
- Check how your reputation for accessibility compares with your competition for talent

## 4. Recruitment

- Make sure people can apply to work for you in an accessible way
- Ensure your selection and interview process takes people's access needs and preferences into account



## 5. Adjustment

- Consider workplace adjustments across digital, built-environment or work from home, hours and performance targets
- Work collaboratively with your new hire to get the best outcome for them and you

## 6. Onboarding

- Ensure your hire's familiarisation with your work environment before their starting date, and provide a "support buddy" when they arrive
- Make sure mandatory eLearning is accessible



## 7. Tools

- Ensure proof of accessibility is required in procurement of digital tools, and provide alternatives for getting tasks done if a tool isn't accessible to all
- Retain accessibility when customising tools for your workplace, and train staff to use them well

## 8. Communications

- Ensure your video conferencing and Intranet are accessible
- Train people in accessible meeting etiquette and creating accessible content to support the needs of all



## 9. Support

- Provide personal support via disability support networks
- Ensure IT support desks understand assistive technologies provided as workplace adjustments

## 10. Progression & Exit

- The right support, tools and environment will enable people with disabilities to thrive and grow their career with you
- Get this right, and even after they leave, they'll still say great things about you to help you recruit the next generation of talented staff

