



# #AbleTo

## build an inclusive workplace.

Students and graduates with disabilities represent a skilled and untapped labour pool. Yet they continue to encounter barriers joining the workforce. Create an inclusive organization in which every employee can positively contribute to your business.

Here are some easy first steps you can take.

### Engage.

Have a conversation with your employees and colleagues—especially those with disabilities—and assess your work environment for ways to improve accessibility. Ensure that everyone has the opportunity to provide input.

### Write inclusive job descriptions.

Include details about the job location, its accessible features and any flexible working conditions.

### Examine your environment.

Review the physical features of your workplace and remove any potential barriers. Consider implementing assistive technologies such as screen readers. Be sure to ask those with disabilities to be involved in this process. It's important not to assume what is needed.

### Be an inclusive host.

Plan work-related social events and training opportunities at accessible locations to accommodate all employees. Some organizations have accessible [event checklists](#) you can use as a guide.

### Recruit broadly.

Post job openings with local disability organizations and college and university career centres. Advertise vacancies within disability-related publications, websites and job fairs.

### Prepare for accessible interviews.

Be sure to ask applicants if they have any unique needs ahead of their interview, such as access to technology, additional time for testing, or transportation requirements.

### Build pathways to long-term success.

Collaborate with your local secondary and post-secondary institutions to establish internship, co-op and apprenticeship programs for people with disabilities.

### Offer accessible documentation.

Provide alternate formats of all necessary work-related documents, such as benefits information, employee manuals and policies, and professional development materials.