

Start of Journey

Planning for Inclusion

Planning for inclusion — laying the groundwork for inclusion means planning for and integrating perspectives of people with disability into your organisational planning process.

For example:

- Development of planning documents such as Disability Action Plans or Access and Inclusion Plans.
- Involving people with disability through advisory groups or consultation to elicit employee feedback.

Phase 1

Prior to employment

Focuses on creating a welcoming and accessible environment even before potential employees apply.

Examples:

- Conduct an accessibility audit for an inclusive physical environment, restrooms, and workstations.
- Provide inclusion awareness training to all staff.
- Ensure websites, IT platforms, and communication tools are compatible with assistive technologies

Phase 2

Recruitment and Onboarding

Attracting and hiring a diverse workforce, including people with disability, in a fair and inclusive way.

Examples:

- Use inclusive language in PDs, focusing on tasks and outcomes.
- Partner with disability support providers or post job opportunities on relevant job boards.
- Welcome adjustments and inclusive practices in interviews and ask about needs proactively.
- Include a section on inclusion and accessibility resources in onboarding materials.

Phase 3

Supporting Employment

Create an environment where employees with disability can thrive through adaptability and support.

Examples:

- Understand employees' needs and make adjustments (equipment, schedules, tasks).
- Design tasks with some flexibility (remote work, alternative schedules).
- Seek and listen to feedback from employees with disability to ensure they feel included and supported
- Implement any changes that will improve the employee experience.

Phase 4

Offboarding

When parting ways, create a positive exit experience that values inclusion and career development.

Examples:

- Turning employees into advocates on exit: Include questions about the inclusivity of your workplace in exit interviews. Address issues and use feedback to continuously improve.
- Focus on supporting people with disability to progress their career.

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