Checklist of questions to help disability inclusion

This is an introductory checklist. We hope it is a helpful tool to drive progress in your organisation.

Office space

Are your building and facilities as accessible as possible to disabled colleagues and clients?

If not, how can you make your building more accessible?

If you cannot do so, what steps can you take to include disabled colleagues and clients?

Does the layout and design of your office take into account disabled and neurodivergent staff and colleagues?

Do you know what assistive technology your people need to perform the tasks you want them to achieve?

If so, do they have that technology in place?

If not, do you have a plan in place to provide this?

Do you know what is the appropriate office furniture and equipment your people need to perform the tasks you want them to achieve?

If so, do they have that furniture and equipment?

If not, do you have a plan in place to provide this?

Reasonable adjustments

Do you have a reasonable adjustments policy in place?

Do you have a process for making reasonable adjustments?

Do you proactively consider disability inclusion in the design and implementation of policies? Do you review them periodically?

Is it clear to colleagues how to ask for, who to ask, and what to ask for when it comes to reasonable adjustments?

Do you know where to find advice on making reasonable adjustments?

Policies

Do you have flexible, remote or hybrid working policies in place?

Are these policies meaningful? Can they be utilised by all in the business?

Training

Do you routinely train all staff on diversity and inclusion matters including on disability and neuro-inclusion?

Do you give specific training to people managers on how best they can support disabled and neurodivergent people in the office?

Culture

Do you actively consider disability inclusion and neuro-inclusion when considering workplace culture?

When putting on social events at the organisation do you consider how these can be inclusive or disabled and neurodivergent colleagues?