

# 5 Steps to Create an Inclusive Workplace

## 1. Being inclusive can help your business

There are many benefits to hiring someone with a disability. People with disabilities make good employees. Research shows that they stay at one job for a long time. They have great job attendance. In addition, they are also customers. People with disabilities want to access your business in many ways.

You do not need to hire people with disabilities to be kind. You should hire them because they will help your business be better. They are loyal. They are talented. They have many skills and abilities. They will make your business diverse and welcoming. And customers will like this.

## 2. Create a welcoming workplace

How your staff think and act has a lot to do with a business being welcoming to people with disabilities. Some employees need training to be inclusive. You can give them this training. You can make your workplace safe and welcoming for people with disabilities – as employees or customers.

People with disabilities need a safe place to work. They need a safe place to do business. Is your business friendly and welcoming? Are you nice to your employees? Do you value them? Do you listen to them? Do you like diversity? If not, then people with disabilities will not feel welcome either.

Set an inclusive tone throughout your business. Have regular training for your staff. Teach them to be welcoming and inclusive.

## 3. Remove barriers

Look around your workplace. Are there any barriers? Barriers are things that make it hard for people with disabilities to work there. Barriers can be things that make it hard to move around. Barriers can be things that make it hard to see. Barriers can be things that make it hard to hear.

Barriers are also workplace rules that are not fair to people with disabilities. A barrier can be the way people talk. A barrier can be the machines in the workplace. Look at your workplace and try to eliminate barriers. Your local employment service provider can help you.



## 4. Think about your hiring policies

Do people know that your workplace is inclusive? Do people with disabilities know you want to hire them? You need to say so in your job ads.

Make sure your job descriptions are inclusive. Have a plan for hiring diverse workers. Have a plan for their special needs.

Do you know where to look for people with disabilities? Your local employment service provider can help with this. They can also help with anything else you need.

We are making a tool kit about how to be inclusive. It will be ready in November 2020. To get this kit, please email MentorAbility Canada's National Training Coordinator, Belinda Deenik: [belinda@supportedemployment.ca](mailto:belinda@supportedemployment.ca).

## 5. Get Started!

Not everything has to be perfect. You will make mistakes at first. You will learn as you go. The important thing is to make sure your workplace is welcoming and accepting. This will be a great start. The rest will fall into place!

For more resources for employers looking to build inclusive workplaces please visit us at [www.supportedemployment.ca](http://www.supportedemployment.ca)