

ACCESSIBILITY IN THE WORKPLACE

3-2-1 DISCUSSION GUIDE

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3 TAKE-HOME MESSAGES

Review these messages together.

The Americans with Disabilities Act (ADA) prohibits discrimination against people with disabilities. Learn what is required by law to provide accessibility in your workplace.

Universal design aims to create environments, services, and systems that are useful to people with diverse abilities. Most of us benefit from universal design every day.

If someone does something differently from you, it does not mean that they are doing it the wrong way. Be open to alternative methods if the outcome is the same.

2 QUESTIONS TO CONSIDER

Question for **team discussion**

Share your thoughts with your team.

How can we apply the concept of universal design to our building, services, and website to improve accessibility for colleagues and clients?

Question for **self-reflection**

No need to share your answer or thoughts with anyone.

In the past, has my language been derogatory, such as asking someone jokingly, “Can’t you see” or “Are you deaf”? How can I be more mindful of using respectful language about people with disabilities and avoid outdated terms like “psycho,” “lame,” “imbecile,” or “crazy”?

1 ACTION TO TAKE AS A TEAM AND ONE TO TAKE AS A JOURNEYIST

Make a commitment together as a team to implement at least one of the suggestions below. This will be your team behavior change.

- Use this quick reference to help you assess and fix the most common accessibility issues in your workplace.
<https://www.inclusiveemployers.co.uk/blog/accessibility-in-the-workplace-a-practical-guide/>
- Plan an audit of your website to improve accessibility features.
<https://www.ada.gov/resources/web-guidance/>
- Agree to commit to using positive and supportive language in the workplace by avoiding words that present a disability in a negative way or as a means to insult someone. Use this disability language guide for helpful examples of do’s and don’ts:
https://disability.stanford.edu/sites/g/files/sbiybj26391/files/media/file/disability-language-guide-stanford_1.pdf

Make a commitment as an individual to follow through on at least one of these suggestions (this can be private).

- Embrace universal design! Brainstorm with a friend or colleague new ways to do things that work better for and benefit everyone.
- If you see a person with a disability struggling with a poorly designed space, ask if you can assist them. Take it a step further by informing someone responsible for the space of the problem you observed and suggest a change.

We hope that after the meeting, you will be inspired to explore accessibility in the workplace in greater depth, either as a team or individually. We invite everyone to check out Dr. Duhon’s recommended resources in the [Topic Overview](#).

