Inclusion@Work Framework
External Communication of Company Policies & Practices

- Include individuals with visible disabilities in materials and advertising
- Sponsor and participate in job fairs targeting individuals with disabilities
- Invite disability organizations to career days
- Inform service providers about mentoring programs and/or related community activities
• Communicate with union officials, when appropriate
• Post the company’s disability inclusion policy statements online

Expressing a Commitment to Disability Inclusion

“As [COMPANY] continues to expand, our differences—from our culture and work habits, communication style and personal preferences—are becoming even more essential to our business strategy. We are working hard to create an environment in which all employees are valued and respected, including those with disabilities.”
Microsoft’s Commitment to Inclusive Hiring

- Posted online
- Refers to its diverse workforce and inclusive culture as critical to mission fulfillment
- Connects diversity and disability to innovation and long-term success
- References people with autism as an untapped talent pool
Internal Communication of Company Policies & Practices

- Establish office that delivers holistic disability inclusion approach
- Publicize company’s commitment in internal publications
- Conduct trainings to foster disability inclusive culture
- Include individuals with disabilities in decision-making bodies
- Gather disability inputs during stay at work and exit interviews
- Establish a disability employee resource group (ERG)

EARN’s Toolkit for Establishing and Maintaining Successful ERGs
ADAPT is a network of Prudential Financial employees, some of whom have either a disability (hearing, vision, mobility, etc.) or a chronic medical condition.

ADAPT supports the personal and professional development of their members by encouraging the sharing of information and personal insights unique to individuals with disabilities.

ADAPT also strives to educate others on disability awareness issues.

ERGs support self identification of disability and enhance disability disclosure at work.
Internal Communication of Company Policies & Practices, Continued

- Establish a policy that supervisors share responsibility for the successful implementation of the company’s inclusion policy
- As part of Employee Assistance Program (EAP), adopt stay at work and return to work models
- Develop a recognition program for employees with disabilities

DoD and ODEP Recognition Ceremony
(Labor Department Photo by Alyson Figg)