

# Disability **inclusion** checklist for employers

Being disability inclusive helps you recruit and retain great talent.

Use the checklist below to help guide your journey to become a more inclusive employer.

We can support you with any of these changes, helping you prioritise interventions or initiatives.

Each and every change you make is a valuable step in increasing inclusion.

## **Make a commitment**

Develop a written plan or strategy for equal opportunity and diversity.

Include your commitment in your mission statement, policies, and role descriptions.

## **Recruitment**

Encourage job applications from people with disability.

Train staff on inclusive and accessible recruitment practices.

Partner with a Disability Employment Services provider, like APM, to hire employees with disability.

Ensure job ads are in accessible formats and include information about your accessible facilities and flexible working arrangements.

Make the interview process accessible and adaptable.

## **Consider your physical premises**

Ensure outside facilities, like car parks and entrances, are accessible and hazard-free.

Make inside facilities accessible (e.g. restrooms, non-slip floors, good lighting, and quiet spaces).



## **Onboarding, training and development**

- Make orientation and induction programs accessible and adaptable.
- Have a clear procedure for requesting workplace modifications.
- Provide training and guidance on disability awareness and inclusiveness.

## **Think about technology**

- Ensure your IT team understands accessible technology.
- Make internal technology tools and systems accessible for employees with disability.

## **Suppliers and partners**

- Consider inclusion and access in procurement decisions.
- Commit to engaging diverse suppliers, including those owned or staffed by people with disability.

## **Additional checks**

- Ensure your website and digital communications are accessible (e.g. screen reader compatibility, font type, colours, use of images).
- Use inclusive language and images in external content.
- Consider customers with disability in your product or service design and delivery.

**As a Disability Inclusion Leader, you successfully employ and retain people with disabilities or health conditions.**

**Learn how APM can help your organisation become a Disability Inclusion Leader and enable people with disabilities to create better lives.**



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