

# ACTION 2

## Ask your staff or visitors if they have any accessibility needs

The following list provides examples of common workplace adjustments, to support you in making decisions for staff within your organisation.

This is merely a guide – we recommend first **asking your staff if they have any accessibility needs.**

# ALL IN

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## ACTION PLAN

Find out more at  
[advertisingallin.co.uk](https://advertisingallin.co.uk)

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## Physical environment

- Moving furniture, widening a doorway or providing a ramp so that someone with a wheelchair or other mobility aid can get around comfortably and safely.
- Providing clear signage throughout building and designated quiet areas.
- Providing allocated desks if needed.
- Buying necessary equipment such as speech recognition software or an amplified phone.

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## Digital accessibility

- Updating your company website to make web content and products accessible.
- Providing digital content in different formats.
- Providing assistive technology such as closed captioning.

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## Recruitment

- Sharing accurate job descriptions that are clear on necessary skills and responsibilities for the role.
- Providing additional information such as job specifications in an alternative format if needed.
- Making necessary changes to tests and interviews so that applicants can demonstrate their ability to do the job.

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## Flexible working

- Allowing a person with a disability to have some flexibility in their working hours, such as working part-time or starting and finishing later.
- Allowing a person with a disability to work in a hybrid pattern or remotely.
- Allowing a person with disability time off during working hours for rehabilitation, assessment, or treatment.
- Redistributing duties that are not specific requirements of a role.
- Providing extra breaks or meeting time as necessary.

**Further information on supporting Disabled can be found within the All In Directory.**