

UNIVERSAL DESIGN:

Employer Resource

Creating environments and processes that can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability or disability.

- Centre for Excellence in Universal Design

THE CURB CUT EFFECT:

The phenomenon of disability-friendly features being used and appreciated by a larger group than the people they were designed for. Curb cut outs were initially designed to make sidewalks accessible for people in wheelchairs also help...

- People with strollers
- Delivery workers with dolly
- Travelers with suitcases

In the workplace implementing universal design empowers all employees and can improve productivity and job satisfaction. There are many ways you can easily integrate universal design into your company culture. Here are a few low cost and FREE ways to get started today!



HIRING AND ONBOARDING

- Develop inclusive job descriptions
- Pair new employees with a seasoned colleague who will serve as a dedicated mentor to give them the inside scoop about office culture



PHYSICAL WORKSPACE



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- Lighting and Noise Control - Provide proactive measures to enhance the sensory friendliness of the work environment
 - Ex. Headphones, ear plugs, music, white noise machines are readily available to all employees as sound canceling options
- Size and space - Hallways, entrances and common spaces should be wide enough to maneuver
 - This can be as simple as keeping space clutter free
- Flexibility in use – Provide options for desks, seating and workspaces
 - Ex. Standing desk or bouncy chair

COMMUNICATION

- Provide a mixture of visual, auditory and written learning materials to ensure training opportunities are inclusive
- Distribute meeting agendas with well-defined objectives and clear discussion topics in advance of the scheduled meeting
- Set the default closed captioning option to 'on' for all virtual meetings, allowing attendees the convenience of utilizing captions without the need to make a specific request



This document is intended to provide best practices informed by research, subject expertise, and input from neurodivergent professionals. It does not contain official legal or HR advice.