

## ORGANIZATION-WIDE ACCESSIBILITY: Everyone Plays a Part

For an organization-wide accessibility plan to be impactful, staff at every level must understand and embrace an approach that supports all employees, including those with disabilities.

- > **Physical Accessibility** helps ensure candidates can fully participate in the job application process and employees with disabilities can perform the essential functions of their role. This includes full access to an office and/or worksite, various equipment and other building features and facilities.
- > **Digital Accessibility** is a vital component of disability inclusion. In today's workplaces, technology is one of the central drivers of productivity and success for all workers. When software, apps, online documents and other technology are not accessible, members of the workforce are excluded and can face barriers to employment.
- > **Procurement Accessibility** encompasses both physical and digital accessibility, and reflects a company's commitment to ensuring an accessible environment for all, including employees and customers. Employers can promote inclusion by prioritizing vendors who offer accessible goods and services.



### Fully accessible workplaces enhance organizations by:



**Increasing**  
productivity among  
employees



**Diversifying**  
the applicant  
talent pool



**Retaining**  
employees  
long-term

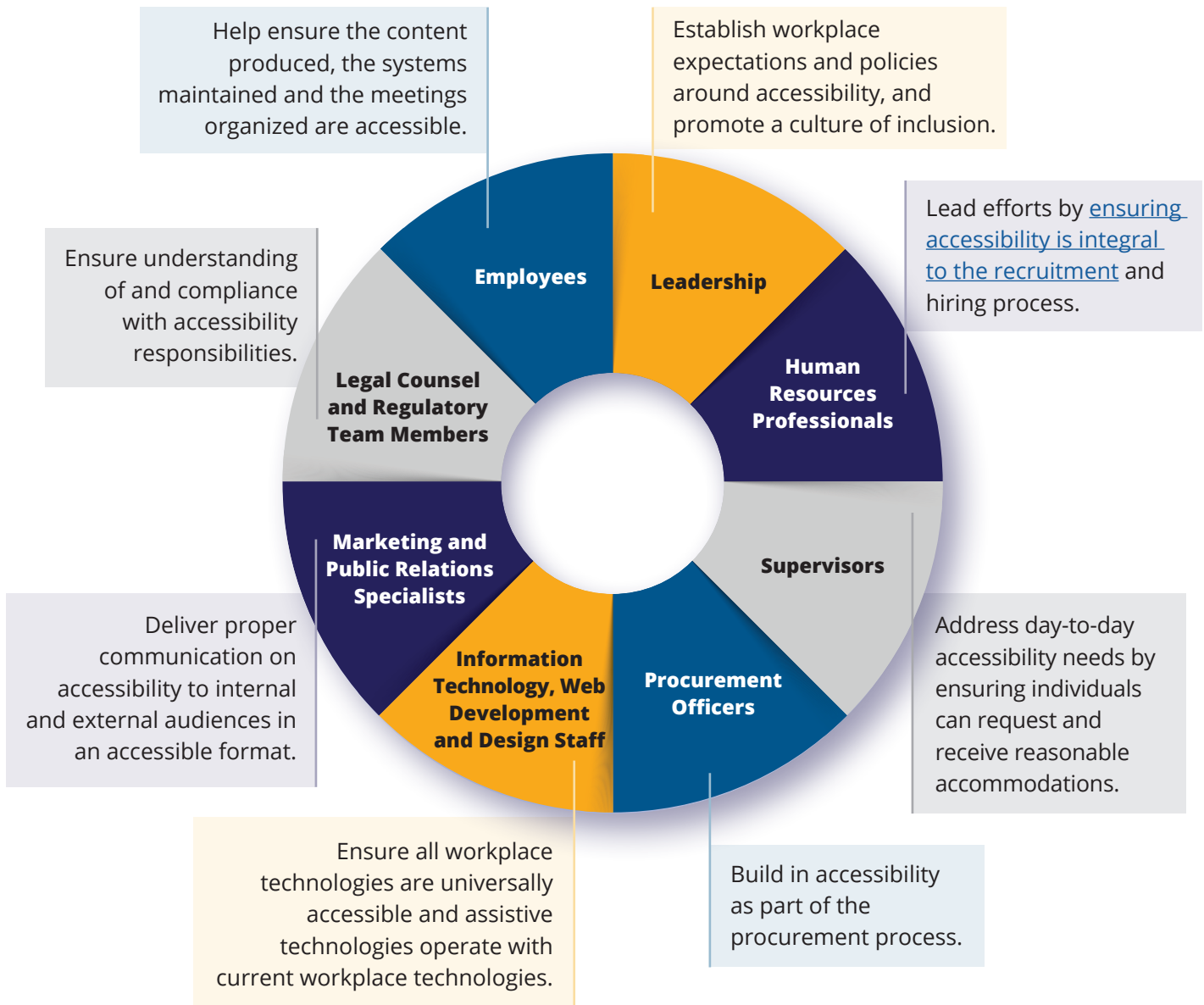


**Building**  
a larger, and often  
more loyal,  
customer base



**Strengthening**  
organizational diversity,  
equity, inclusion,  
accessibility and  
belonging efforts

## Your Organization Can Develop an “Accessibility is Everyone’s Responsibility” Mindset! It’s all about teamwork—everyone’s involvement matters!



### Strategies to engage all employees in advancing workplace accessibility:

- ✓ **Develop** and sustain an organization-wide accessibility plan.
- ✓ **Implement** the Partnership on Employment & Accessible Technology’s (PEAT) [Accessibility Staff Training for Specific Roles](#).
- ✓ **Establish** organizational values that embrace the “Accessibility is Everyone’s Responsibility” mindset.
- ✓ **Review** EARN’s [Creating an Accessible and Welcoming Workplace](#) resource to address physical accessibility, technological accessibility and attitudinal awareness goals for full accessibility in the workplace.

## **Additional EARN Resources:**

- [Ensuring Accessibility in the Hiring Process](#)
- [Be Tech Savvy: Accessible Information & Communication Technology](#)
- [Planning an Accessible Meeting or Event](#)
- [10 Tips for an Accessible Website](#)
- [Employer Case Study - EY: Embedding Accessibility throughout the Enterprise](#)
- [Employer Case Study - Microsoft: Making the Move to Remote Work](#)

## **Additional Resources:**

- [Disability:INclusive Workplaces, Accessible Technology Procurement Toolkit](#)
- [Physical Accessibility in the Workplace \(JAN\)](#)
- [Opening Doors to All Candidates: Tips for Ensuring Access for Applicants with Disabilities \(ODEP\)](#)
- [Accommodation and Compliance: Accessibility \(JAN\)](#)
- [Telework & Accessibility \(PEAT\)](#)
- [The JAN Workplace Accommodation Toolkit](#)

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