

# DISABILITY TIPS AND ETIQUETTE

**T**

**TALK WITH COWORKERS!** COMMUNICATION IS THE KEY TO BUILDING EFFECTIVE RELATIONSHIPS WITH CO-WORKERS, WITH AND WITHOUT DISABILITIES.

**H**

**HAVE FUN!** EVERYONE APPRECIATES A SMILE OR FRIENDLY GREETING AND PEOPLE WITH DISABILITIES ARE NO EXCEPTION.

**E**

**EMPOWER COWORKERS!** FOCUS ON ABILITIES RATHER THAN DISABILITIES.

**W**

**WORK TOGETHER!** COLLABORATION IS THE KEY TO ACCOMMODATING EVERYONE IN THE WORKPLACE.

**H**

**HANDS OFF!** NEVER TOUCH SOMEONE'S EQUIPMENT SUCH AS WHEELCHAIRS OR PET SOMEONE'S SERVICE DOG WITHOUT ASKING.

**O**

**OFFER ASSISTANCE!** THIS IS ALWAYS THE RIGHT THING TO DO.

**L**

**LEARN ABOUT DISABILITIES!** DO NOT ASK DIRECTLY ABOUT A DISABILITY, BUT DO GET TO KNOW YOUR CO-WORKERS.

**E**

**EMPATHIZE, DON'T SYMPATHIZE!** A CO-WORKER LIVING WITH DISABILITIES APPRECIATES UNDERSTANDING, BUT NOT PITY.

**P**

**PRACTICE PEOPLE FIRST LANGUAGE!** SUCH AS, "PEOPLE WITH DISABILITIES," "PERSON WHO USES A WHEELCHAIR," INSTEAD OF "BLIND GUY" OR "DEAF GIRL."

**E**

**EXERCISE COMMON SENSE!** ACT NATURALLY AROUND CO-WORKERS WHO JUST HAPPEN TO HAVE DISABILITIES.

**R**

**RESIST STEREOTYPING!** PEOPLE LIVING WITH DISABILITIES ARE AS UNIQUE AS PEOPLE WHO MAY NOT YET HAPPEN TO HAVE DISABILITIES.

**S**

**SUPPORT EQUAL ACCESS!** DO NOT SEND OUT SCANNED DOCUMENTS WHICH CAN'T BE READ BY TALKING COMPUTERS – DO NOT LOCATE OBJECTS UP HIGH WHERE PEOPLE WHO USE WHEELCHAIRS CAN'T REACH.

**O**

**OPT FOR INCLUSION!** WHEN PLANNING ACTIVITIES/PRESENTATIONS, DON'T FORGET TO CONSIDER HOW ALL CAN PARTICIPATE.

**N**

**NEVER ASSUME!** ASKING WHEN YOU ARE UNSURE