**I am an Employer of an Employee who has a Disability**

**What Can I Do?**

# **Actions I Can Take**

* Treat people with disabilities just as you would anyone else.
* Speak directly to the person, rather than through an interpreter or job coach.
* Respect the person’s privacy. Some individuals may not be comfortable disclosing their disability.
* Teach your staff to use person-first language to create an overall more inclusive workplace culture.
* A great way to promote a disability-friendly work environment is to provide disability inclusion awareness and etiquette training for your staff.
* Create a Disability Employment Resource Group to support your employees with disabilities and connect them with local community resources.
* Talk with your employee who has a disability to identify if the employee needs assistance and support from either a reasonable accommodation or a job coach.

# **Resources I Can Contact**

The Job Accommodation Network (JAN)

* Offers resources for guidance on interacting with people with disabilities
* [askjan.org/](https://askjan.org/)

Untapped Arizona

* A local group working to get more Arizonan’s with disabilities in the workforce
* [www.untappedarizona.org](http://www.untappedarizona.org/)

Sonoran UCEDD

* A local resource to help employers learn and understand disability etiquette and language
* [sonoranucedd.fcm.arizona.edu/](https://sonoranucedd.fcm.arizona.edu/)

The Workplace Flexibility Toolkit

* Available to help employers create a more productive and inclusive environment
* [www.dol.gov/odep/workplaceflexibility](http://www.dol.gov/odep/workplaceflexibility)

## **Created by:**

Arizona Employment First

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