

# Towards a more accessible, inclusive workplace

Empowering all employees to do their best work

Today's business leaders face some core challenges when managing the employee experience:

## HR executives

- Building a positive culture and empowering employees to achieve their best.
- Attracting and retaining staff, and delivering a positive employee experience.
- Collaborating effectively with other business units to ensure a whole-of-business approach to inclusivity.
- Managing change: ensuring a positive relationship between employees and technology.

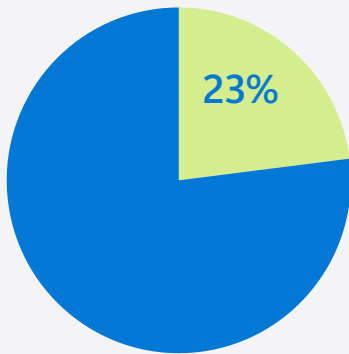
## Chief Information Officers

- Selecting and deploying technology to accommodate a wide range of employee needs.
- Advocating best practice facilitating relevant training and up-skilling.
- Addressing inclusion goals for employees.
- Digital transformation: choosing technology which benefits both employees and the overall business.

# How can focusing on accessibility help?

By adopting appropriate technology and processes, organisations can take steps towards creating, productive, and engaging environment for employees.

## Attract and retain talented people



There are approximately 9.5 million people of working age (16 to 64) in the UK who have a disability — **approximately 23% of the working-age population.**<sup>1</sup> This means there is a very high chance a percentage of your workforce will have a disability. By prioritising accessibility, you can possibly expand the size of your recruitment pool, and potentially empower existing employees with a disability to achieve more.

## Prepare for the future

Around 83% of disabled people acquire their impairment during their working lives.<sup>2</sup> By building an accessible workplace, you can continue to grow your employees even if their circumstances and abilities change.

## Unlock innovation

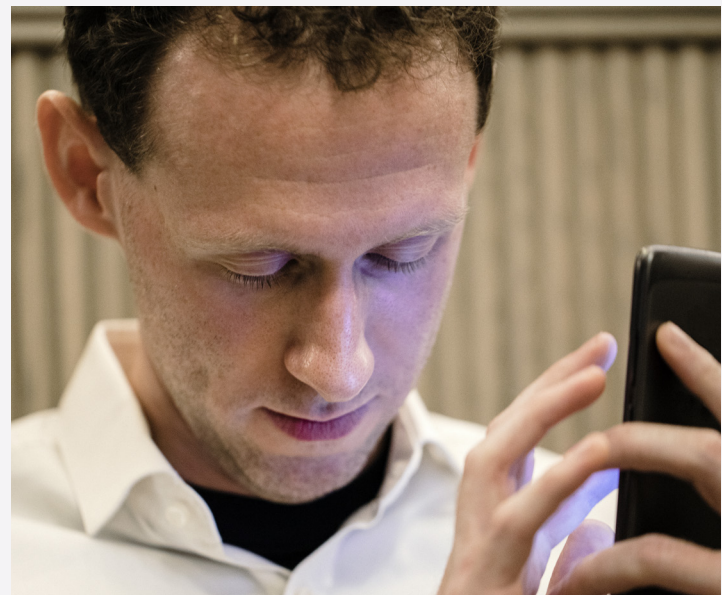
People with disabilities often take a creative approach to the world around them, contributing sophisticated problem-solving skills, agility, persistence, and a willingness to experiment — all of which are essential for innovation.

## Improve work for **all** employees

Using assistive technology to make workplaces more accessible can possibly make work easier and more effective for all staff, not just those with disabilities.

## Enhance productivity and company culture

Striving for accessibility can have far-reaching benefits. 72% of employers saw an increase in overall workforce productivity after adjustments were offered to those with disabilities.



# Creating a more accessible workforce: an action plan



**1 Evaluate your technology**  
Think about the tools you are using now. What are their accessibility shortfalls/benefits? What are you hoping to achieve by implementing any new technology?

**2 Implement metrics**  
Consider how you will measure your effectiveness and employee sentiment regarding accessibility.

**3 Prioritise**  
Rather than tackling accessibility all at once, consider incremental improvements. Start with the 'quick wins' like 'switching on' the accessibility features in software you already use, like Microsoft Teams and Office 365.

**4 Train your people**  
Provide quality training to ensure everyone knows how to use the tools at hand.

**5 Accelerate your impact**

- Measure and showcase any improvements to build momentum and positively impact your workplace culture.
- Ensure your leadership remains on-board and committed.
- Provide education and training where needed to drive adoption.
- Standardise use of tools and new processes.
- Leverage Microsoft support and expertise.

## How can Microsoft help?

Microsoft can offer support and guidance to help your organisation step-up its accessibility. Our expert team can evaluate your existing use of accessibility features and help you determine which tools could be the most beneficial to your people — and how to start using them.

Speak with your Microsoft Account Team or a Microsoft partner to develop a plan for your organisation.