



# **BUSINESS READINESS GUIDE 2024**

BUILDING EMPLOYER CONFIDENCE: A GUIDE FOR EMPLOYING PEOPLE WITH DISABILITY

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## FACILITIES ASSESSMENT & PLANNING

### **Workplace Assessment**

Conduct a high-level assessment of the physical workspace, technology and communication tools to identify barriers

### **Accessibility Audit**

Consult with experts or Para-athletes to audit your facilities.

### **Action Plan**

Develop a detailed action plan based on the audit findings

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### **Relevant resources**

#### **Reasonable adjustments at work**

Reasonable adjustments are changes an employer makes to remove or reduce a disadvantage related to someone's disability. The adjustments are specific to an individual person. For more details, please visit [acas](#)



## REASONABLE ADJUSTMENTS

- **Reasonable Adjustments:** understand the laws and regulations regarding disability rights and reasonable adjustments.
  - **Reasonable Adjustments Policy:** Develop a clear policy on reasonable adjustments and ensure it is communicated to all staff.
  - **Accommodation Request Process:** Create an easy-to-use process for employees.
  - **Leave Policy:** If you are employing high performance athletes consider leave accommodations including flexible work schedule/ remote work for competition, training, and camp leave entitlements.
  - **Ensure all systems and software are accessible:** Allocate a budget for necessary accommodations and assistive technologies for all abilities in the workplace, consult with your IT department to ensure all systems have been audited for accessibility
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