

STRATEGY #4: Ensuring Accommodations Are Available to All Employees

Accommodations aim to allow all stakeholders to be equal participants in the workplace and social environments.

Communication

Communication becomes difficult if an individual is not able to respond to certain questions. If there are concerns about an employee's ability to communicate effectively, the employer should not hesitate to act.

Workplace Issue: **An employee does not understand the workplace expectations.**

If this occurs: **Check whether the work environment is appropriate.**

The employer or supervisor should:



1. **Check whether something has changed in the work environment or with the employee's sensory abilities.** Is a change interfering with the employee's ability to communicate?

Tip for success: Check the employee's immediate work environment to determine whether there has been an increase in ambient noise, an environmental change, a new supervisor, etc.



2. **Check whether a different communication style is needed.** Does the employee provide information to the employer? If communication is difficult or does not yield much information, do not press the worker for information on what type of accommodations may be needed.

Tip for success: Ask your local service providers for assistance, advice and guidance in developing a plan that will help you communicate with your employee in a way that will resolve issues and positively benefit all parties.

