

The following table can be used to help determine where your organization is at on its journey to becoming an inclusive and accessible workplace.

Focus Areas	Level One – Getting Started	Level Two – Building Momentum	Level Three – Fully Engaged	Level Four – Best Practices
Leadership & Culture	No shared vision for accessibility and inclusion	Executive Team and HR have a shared vision for accessibility and inclusion	Executive Team, HR and managers have a shared vision and have set policy or strategy, language integrated into code of conduct, open discussions around inclusion.	Clear commitment and vision for an accessible, inclusive workplace with strategy and policy in place. Employees at all levels demonstrate accessible, inclusive thinking in their work
Employee Supports & Accommodations	Minimal or reactive measures	Some awareness activities ad-hoc, basic process or policy in place	Coordinated awareness activities taking place, Integrated processes and policies used and reviewed regularly	Employees at all levels demonstrate accessible, inclusive thinking in all aspects of their work. Proactive, recognized as best practice, tested by a third-party (or employees with disabilities) policies and processes
Premises	Minimal or reactive approach, meet building code	Reactive approach. Meet building code, conduct audits ad hoc	Proactive approach. Premises meet or exceed requirements of code. Regular audits take place	Proactive approach. Premises exceed requirements of code. Regular audits with recommendations implemented and reported
Recruitment	Minimal or responsive measures to candidates who apply and indicate accommodation need	Policy developed for candidates with disabilities	Proactive recruitment of candidates with disabilities, regular accessibility audit of recruitment process	Proactive, integrated strategy, recognized as best practice, integrated into all levels of the organization
Procurement	Minimal or no consideration	Process or policy documented and used ad-hoc, known by some members in the organization	Process or policy documented and used and reviewed regularly, known throughout the organization	Process or policy documented, used and reviewed regularly, widely known and vision shared with supplier partners
Customer service	Minimal or no specific initiatives, services or products in place	No specific initiatives but responsive to customer complaints or suggestions	Accommodated services and products	Inclusive services and products, regarded as best in class

Best Practices Accessibility Checklist

Is your workplace a champion of inclusive employment and consumer opportunities for people with disabilities? Organizations who reached Level Four of the Self-Assessment can check off the following:

- ✓ Do you have a written commitment to valuing people with disabilities as talent, employees and customers?
- ✓ Can your staff readily explain why hiring people with disabilities and developing inclusive products and services is good for business?
- ✓ Have all your premises been audited and adapted to ensure they are as accessible as possible, for as many job applicants, employees and customers as possible?
- ✓ Do you train and equip your staff to understand and allow them to meet the needs of job applicants, customers and employees with disabilities?
- ✓ Are all your online recruitment, e-commerce, internet and intranet processes attractive and accessible to job applicants, employees and customers with disabilities?
- ✓ Is everyone responsible for staff development trained to ensure that employees with disabilities are actively enabled to realize their potential?
- ✓ Do you have well publicized policies which enable your staff to deliver effective reasonable adjustments for job applicants, customers and employees with disabilities?
- ✓ Do you help and encourage your suppliers or subcontractors to demonstrate their ability to meet the needs of their employees and customers with disabilities?
- ✓ Do your investments reflect your commitment and strategy?

For more information about the Presidents Group, please visit accessibleemployers.ca or

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