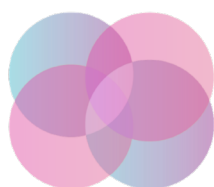




AUSTRALIAN  
DISABILITY  
NETWORK

# Workplace adjustments

What we learned about making work  
better for people with disabilities



Embrace **Access**



Easy Read

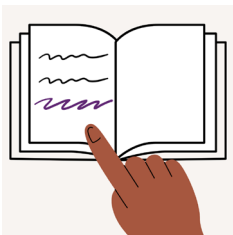
# About Easy Read



This is an Easy Read book.



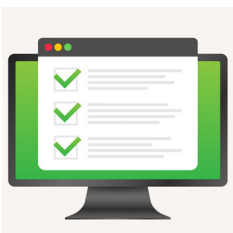
Easy Read uses pictures to explain ideas.



New words are **bold and purple**. We explain what bold and purple words mean.

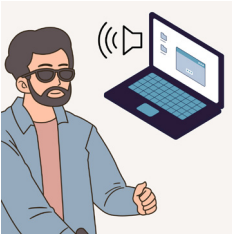


Easy Read includes key information.



You can get the full report on our website here [australiandisabilitynetwork.org.au/news-and-events/workplace-adjustments-report](https://australiandisabilitynetwork.org.au/news-and-events/workplace-adjustments-report)

# About this book



This book is about **workplace adjustments** for people with **communication access** needs.



Workplace adjustments mean people with disability get the supports they need to do their job.



Communication access means people with communication support needs can

- get their message across



- understand information.

# Our research

## What we did



We researched workplace adjustments for job seekers and **employees** with communication access needs.



Employees are people with jobs.



We did

- a survey completed by 568 people



- interviews and **focus groups** with 34 people.



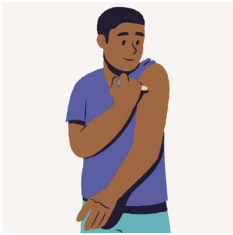
Focus groups included small groups of people who agreed to share ideas to help our research.

# Who was part of our research?

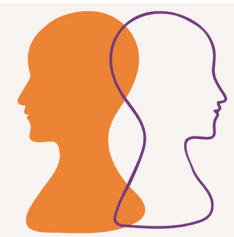


Our research included job seekers and employees with

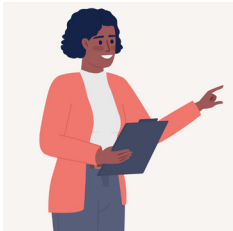
- disability



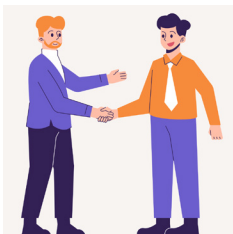
- long term health problems



- mental health support needs.



We also included **employers** of people with disability in our research.



Employers give people jobs.

# Findings

## What job seekers said



Job seekers asked employers for information in **accessible formats**.



Accessible formats help more people read and understand information.



Examples of accessible formats include

- Easy Read



- large text.



Job seekers wanted employers to let them

- have a support person at the job interview



- use **assistive technology**.



Assistive technology helps people with disability to do everyday tasks. For example, a screen reader.



Job seekers also asked for

- live captions



- sign language interpreters.

# What employees said



Employees asked employers for

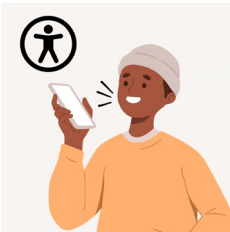
- accessible documents



- other assistive technologies for communication



- sign language interpreters



- speech to text software



- live captions.

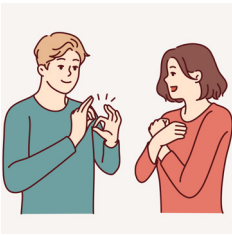


# What employers said

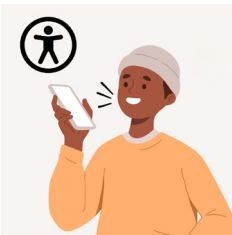


Employers said that **job seekers** asked for

- accessible documents



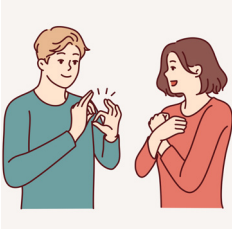
- sign language interpreters



- speech to text software



- live captions.



Employers said that their **employees** asked for

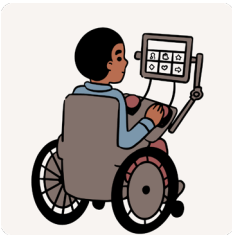
- sign language interpreters



- mental health supports



- services for people with learning disability



- assistive technology



- accessible documents.

# Good stories



Some job seekers and employees shared good stories.



Some job seekers and employees got help from

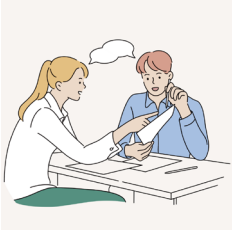
- friends or family



- managers

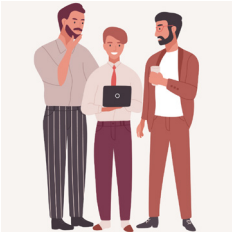


- other employees at their workplace.



### Friends or family helped by

- reading and explaining employer documents



- supporting job seekers to communicate in interviews.



### Employers helped by

- letting employees learn and grow at work



- respecting personal communication aids



- offering **regular supervision**.



Regular supervision means managers meet with employees to see how they are going at work.

# Bad stories



Some employers did **not** help.

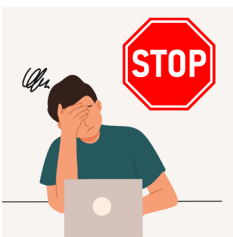


Some employers had a bad attitude when job seekers asked to

- bring a support person to a job interview



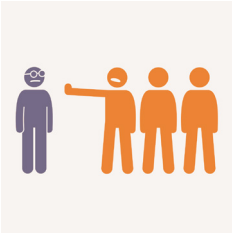
- use a communication device in a job interview.



Many job seekers and employees did **not** get the adjustments that they needed from employers.



We heard from people with communication access needs who faced **discrimination** by employers.



Discrimination means you are treated unfairly because of who you are.



Some people did **not** get a job because of disability.



One job seeker said that an employer did not hire him because of his hearing loss.



Many people with disability said they feel bad about themselves for having access needs.



Many people with disability said employers do not treat them with the same respect as others.

# How can employers do a better job?



There are many ways employers can do a better job at workplace adjustments.



Employers should

- help all employees be disability confident



- focus on strengths



- make sure people with disability can learn and grow at work.



Employers should also

- listen to people with communication access needs



- use research to get better at making workplace adjustments



- ask employees about workplace adjustment needs



- always look for ways to improve.

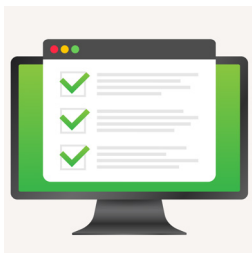


# More information



Visit our website here

[australiandisabilitynetwork.org.au](http://australiandisabilitynetwork.org.au)



Read the full research on our website here

[australiandisabilitynetwork.org.au/news-and-events/workplace-adjustments-report](http://australiandisabilitynetwork.org.au/news-and-events/workplace-adjustments-report)



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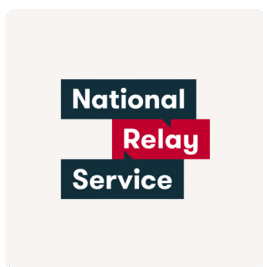


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Embrace **Access**

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