

Communication of Company Policies and Practices

EARN Training Center
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Inclusion@Work Framework



External Communication of Company Policies & Practices



- Include individuals with visible disabilities in materials and advertising
- Sponsor and participate in job fairs targeting individuals with disabilities
- Invite disability organizations to career days
- Inform service providers about mentoring programs and/or related community activities

External Communication of Company Policies & Practices, Continued

- Communicate with union officials, when appropriate
- Post the company’s disability inclusion policy statements online

[Expressing a Commitment to Disability Inclusion](#)

“As [COMPANY] continues to expand, our differences—from our culture and work habits, communication style and personal preferences—are becoming even more essential to our business strategy. We are working hard to create an environment in which all employees are valued and respected, including those with disabilities.”

Microsoft's Commitment to Inclusive Hiring

- Posted [online](#)
- Refers to its diverse workforce and inclusive culture as critical to mission fulfillment
- Connects diversity and disability to innovation and long-term success
- References people with autism as an untapped talent pool

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Our Employee Resource Groups: Asians | Blacks | **disAbility** | LGBT | Hispanic/Latino | Parents | Women [Contact us](#) [Search All Accessibility Roles](#)

Microsoft Inclusive Hiring (subtitles)

that any of us can have.

Audio described version of this video

Inclusive Hiring for People with Disabilities

From the very first days of our company, Microsoft has sought to enable individuals and organizations around the world to do great things.

Our Mission is to empower every person and every organization on the planet to achieve more. One of the ways we will fulfill this ambition is through an unwavering commitment to a diverse workforce and an inclusive culture.

We are on a journey to leverage the strength of our diverse workforce through greater inclusion. Being inclusive is not something we simply do, but rather, it stands for who we are. In other words, where we are along our journey determines who we are as a company and gives meaning to the culture we are building at Microsoft.

The diversity of our workforce and inclusion of talented people from different backgrounds is the fuel that keeps the engines of innovation and growth running. This is essential to our long-term success. In order to build the best products for everyone, we need to have a diverse and inclusive workforce across all abilities. For example, in the case for autism, we know there is an untapped pool of talent with skills aligned to the work we are doing every day at Microsoft.

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Hot Jobs

Data Scientist
We are looking for highly motivated and passionate data scientist to apply rigorous scientific methodology and algorithms to data in order to improve Microsoft devices, operating systems, and services. [More...](#)

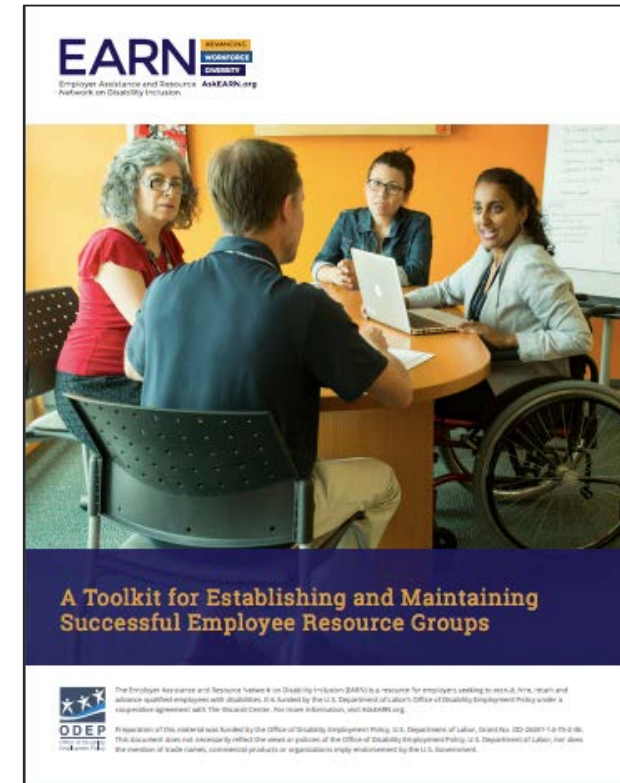
Software Engineer
Software engineers dive deep into code and work with fellow programming experts to solve problems and build powerful new tools. [More...](#)

Service Engineer
As a Service engineer you will be responsible for planning, project management, documenting processes, developing specs, and providing status updates on all release-to-web activities. [More...](#)

Program Manager
Program managers are the in-house advocates for millions of people worldwide who predict and research how software is used and work closely with software engineers to ensure our products exceed people's expectations. You drive the technical vision, design, and implementation of software solutions. [More...](#)

Internal Communication of Company Policies & Practices

- Establish office that delivers holistic disability inclusion approach
- Publicize company's commitment in internal publications
- Conduct trainings to foster disability inclusive culture
- Include individuals with disabilities in decision-making bodies
- Gather disability inputs during stay at work and exit interviews
- Establish a disability employee resource group (ERG)



EARN's [Toolkit](#) for Establishing and Maintaining Successful ERGs

Prudential Employee Resource Group



Prudential



A·D·A·P·T

Abled & disAbled Associates
Partnering Together

EARN Case Study

- ADAPT is a network of Prudential Financial employees, some of whom have either a disability (hearing, vision, mobility, etc.) or a chronic medical condition
- ADAPT supports the personal and professional development of their members by encouraging the sharing of information and personal insights unique to individuals with disabilities
- ADAPT also strives to educate others on disability awareness issues
- ERGs support self identification of disability and enhance disability disclosure at work

Internal Communication of Company Policies & Practices, Continued

- Establish a policy that supervisors share responsibility for the successful implementation of the company's inclusion policy
- As part of Employee Assistance Program (EAP), adopt stay at work and return to work models
- Develop a recognition program for employees with disabilities



DoD and ODEP Recognition Ceremony
(Labor Department Photo by Alyson Fiigg)

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