Microsoft

Department for Work & Pensions

DIT

disability confident LEADER

KPMG

UK ABILITY NETWORKS

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Webinar today

Introduction to webinar by Justin Tomlinson MP,
Minister for Disabled People, Health and Work and responsible for Disability Confidence.

Making workplace adjustments in all workplace settings

- Microsoft focus

DIT

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Key considerations

- Disabled and in work
- Disabled coming into new work
- Young disabled people never worked
- Over 50s
- Newly disabled people - physical, psychological, Post Covid-19

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Disability is defined as:

"a mismatch in interaction between the features of a person's body and the features of the environment in which they live."

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Impact of Covid-19

Barriers

- Attitudinal
- Environmental
- Institutional

Ref: https://www.sddirect.org.uk/media/2063/query-no-42-economic-impacts-of-covid-19.pdf

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People with disabilities will experience the same financial and economic impacts of the pandemic as people without disabilities, but they are at risk of experiencing **more severe and long-term impacts** due to the exacerbation of their pre-existing socio-economic exclusion

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More likely to :

- Be self employed
- Lower paid employment
- Informal working
- In greater poverty
- More costs associated with disability

Females with a disability doubly disadvantaged

Ref: https://www.sddirect.org.uk/media/2063/query-no-42-economic-impacts-of-covid-19.pdf

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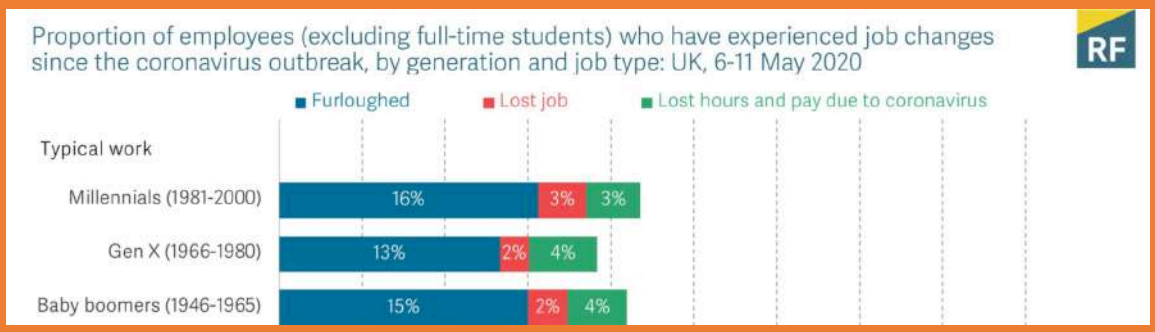
Young people and over 50s….



https://www.resolutionfoundation.org/publications/young-workers-in-the-coronavirus-crisis/

Over 50s - just 35% who lose their job return to work "quickly", with 29% remaining unemployed for more than 12 months.
+ a disability -34% more likely to be worried about gaining a job than those without a disability

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More likely to ：

Females with a disability doubly disadvantaged

Ref: https://www.sddirect.org.uk/media/2063/query-no-42-economic-impacts-of-covid-19.pdf

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What can you do?

1. **Engage people with disabilities** and assess the financial and economic impacts and barriers they are experiencing.

Identify and implement the most appropriate measures to address them.

Done as part of all mainstream policy and programme planning, rather than as a segregated response for people with disabilities.

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6 things you can do

2. Plan and budget for inclusion and wellbeing across all programmes and recovery measures.
3. Collect and monitor disability and gender disaggregated data.

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4.**Consider intersectionality** between age, gender, disability and other factors that may mean some people with disabilities are less likely to be included in response and recovery measures.

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5. **Build in accessibility and/or reasonable accommodation** from the outset of all response and recovery measures.

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6. **Let people know about Disability Confidence** and collaborate with government,other employers, employment service providers, entrepreneurs, and people with disabilities to promote employment that is disability-inclusive.

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Making workplace adjustments

- Agreed and valued
- Prioritising what is needed first to put in place
- If training need check if skill acquired and give adequate time
- Ensuring the ability to ask for help and not feel ashamed
- If adjustments are not helping then ensure opportunity for review

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2 people with Dyslexia;
1 person with ADHD and Dyslexia;
1 person with Dyspraxia and Crohn's disease
1 young person not been in work before who is Autistic

How can you tell who needs what support?

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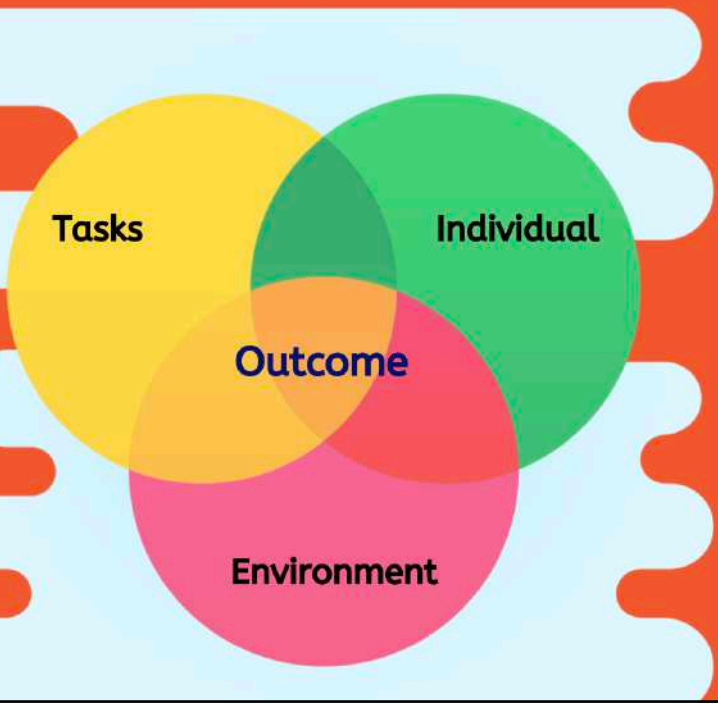
Different environment means different adjustments



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People will only ask

If they think the response will be a fair and sensitive one

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Workplace adjustments need to be person-centred

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The person may need to learn a new skill to enable them to do their job

- Discuss their job description
- Be clear of expectations
- How will information be communicated – synchronous and asynchronous
- Define the day
- How can they ask for help
- Discuss reviews and
- Does the person need to learn any new skills e.g. software, organisational tools
- How will others know (peers) they need this adjustment?

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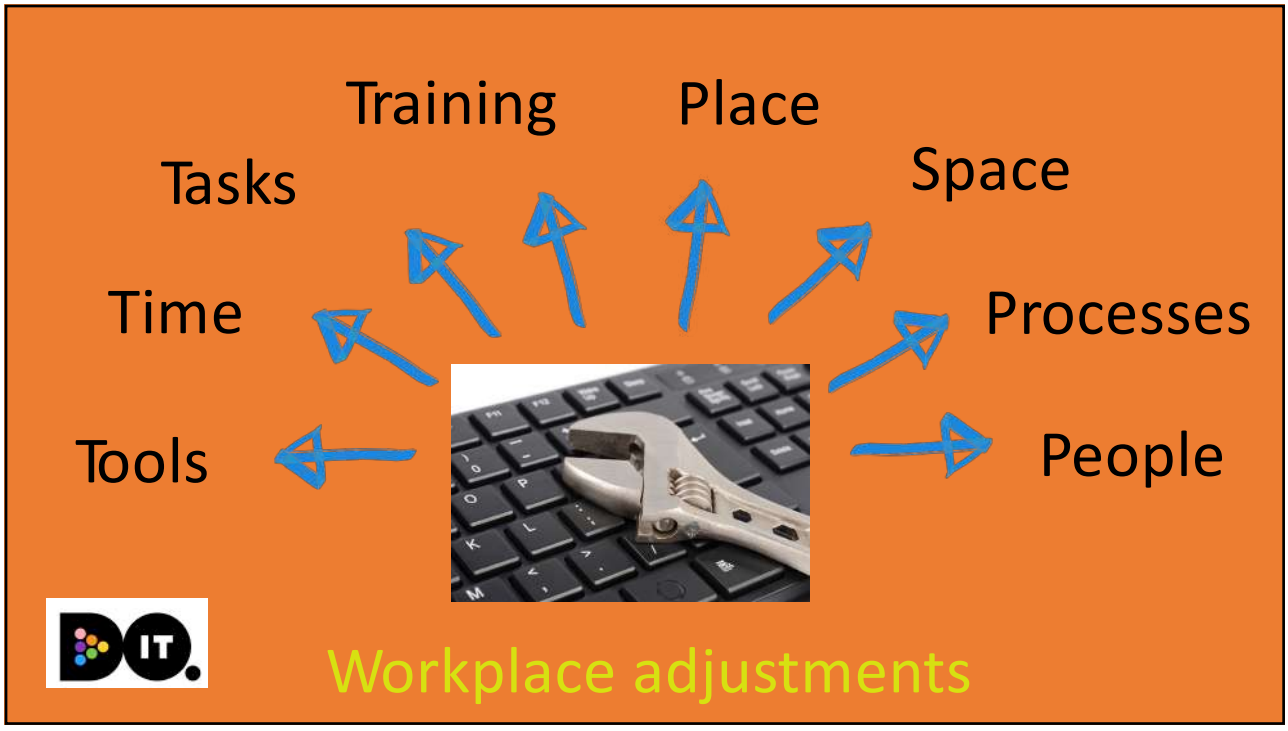

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TOOLS

Adapted keyboards

Seating

Accessible documentation

TTS and STT
Grammar software
Glossary of terms

Magnifier

Standing desks

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PLACES

WFH

On the move

Office settings

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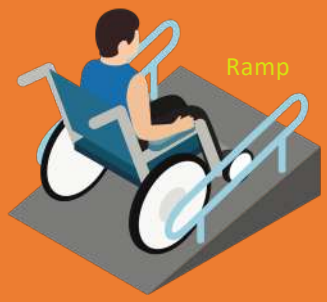
SPACES

Placement awy from noise and movements



Ramp

Headphone

Hearing loops

Toilet access

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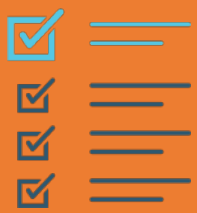
PROCESSES

Clarification about communication

Accessible methods…

Closed captioning
Alt-tags
Readability



Prioritise

Work rules

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TRAINING

Adequate time to learn a new skill

Tasks broken into steps

Alternative means of training

Coaching to support

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PEOPLE

Communication

Line manager listening

Disclosure processes

Peers

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TIME and Wellbeing

Reduced amount

Additional time

Define the working day

Different working days

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Adjustments need to be reviewed if there is change….
Task demands, line manager, change in job, change in place

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Jobs change and demands and skills required do as well

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Working with Me Passport

Working With Me

Work with Me Passport

Things to know about me, my health condition, my disability or specific challenges:	I have dyslexia and need to use a spellchecker. I sometimes miss out key words or spel them wrongly
What time of the day works best for you?	Mainly best in mornings
What sort of work environment (space) do you like working in?	Quiet, with good light
What technology and/or equipment helps you at work?	Spellchecker and I need help with organisation stuff
How do you like to be communicated when being given tasks/work to do?	Emails pafase
What times of day do you find it harder to do your work?	Late afternoon
What sort of work environment (space) do you dislike working in?	Very noisy
What technology and/or equipment do you not know how to use or feel confident using or think you would be helped having some training?	I need some help learning how to using dictation software I think
Are there any methods of communication which you find more challenging and prefer not to use?	Too much information in one go
Additional Information:	Will have a regular meeting to let me know how I am doing and set me work goals
Updates:	-
	Date of last update 02/11/2019
	Passport Owner (initial) AK
	Manager (initial) HB

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Practical Strategies for Retaining Disabled Employees through Covid-19

Michael Vermeersch
Digital Inclusion Lead
Chair MS UK Disability Employee Resource Group

Microsoft

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Business Disability Forum 2019 Disability-Smart Awards Winner BARCLAYS

Business Disability Forum Disability-Smart Awards 2018 BARCLAYS Winner

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What are we seeing?

We Have Been Disabled: How The Pandemic Has Proven The Social Model Of Disability

The adjustments people with disabilities have asked for are not as impractical as we have always been told:

Supermarkets, restaurants and pharmacies can deliver;
Remote working, medicine and education are possible for many;
Social lives can be rewarding without requiring us to leave home.

Unprecedented restrictions for billions of people, yet for many with disabilities, the lockdown has paradoxically opened up the world.

Source:
Forbes: Nancy Doyle
Nature: Ashley Shew
The Guardian: Frances Ryan

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COVID-19

Accessibility has never been more important

Disproportionate impact

1 in 5
workers with disabilities have lost their jobs

Forbes

Workers With Disabilities Disproportionately Impacted By Covid-19 Pandemic

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COVID-19

Increased demand for accessible technology

200%
DAD call volume up

560%
Immersive Reader increase

30x
Teams captioning increase

Microsoft / Microsoft Accessibility Blog

Documenting our experience to help others

- Tips for your at-home students with disabilities
- Getting into gaming: top tips for accessible gameplay
- Accessible events, climbing toddlers, and barking dogs
- What the disability community can teach us about working remotely

Share this page:

Aka.ms/AccessibilityBlog

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Home is not the Office

- You might not have access to any Assistive Technology
- Because of changes in work-routine you suddenly are disabled, or you face new or more barriers

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Remote Working

For employees

Get Started

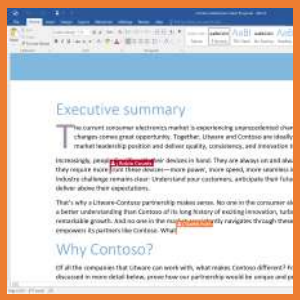
- Effective workspace
- Cloud productivity suite
- Microsoft Teams
- Devices

Stay Connected

- Online meetings
- Informal check-ins
- Connecting for fun

Manage Time and Well-Being

- Set boundaries
- Use technology to disconnect
- Take breaks



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Digital Inclusion

Tools to keep connected and ensure no one is left out

Communicating inclusively and accessibly with staff and colleagues is as important when there is no direct face-to-face daily contact.

Solutions

Microsoft 365, Windows 10, Azure Cognitive Services, Microsoft 365 Firstline

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Set meetings up for success

- Encourage cameras on
- Opt for blurred/simple background
- Offer Captions/Translation
- Record video – save to Stream
- Mute when you're not speaking
- Learn about your colleagues

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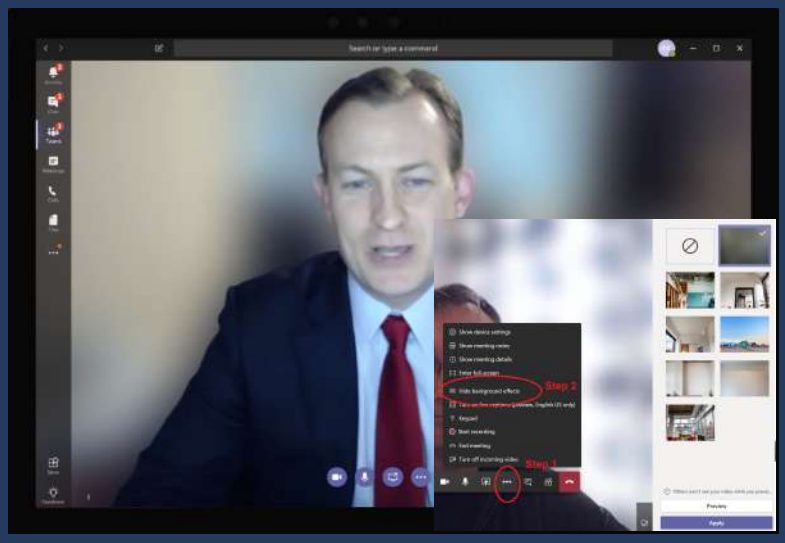
Stay sharp during the meeting

Prevent unplanned interruptions while presenting

Focus on the presenter while blurring the background

Control your surroundings by choosing your background setting



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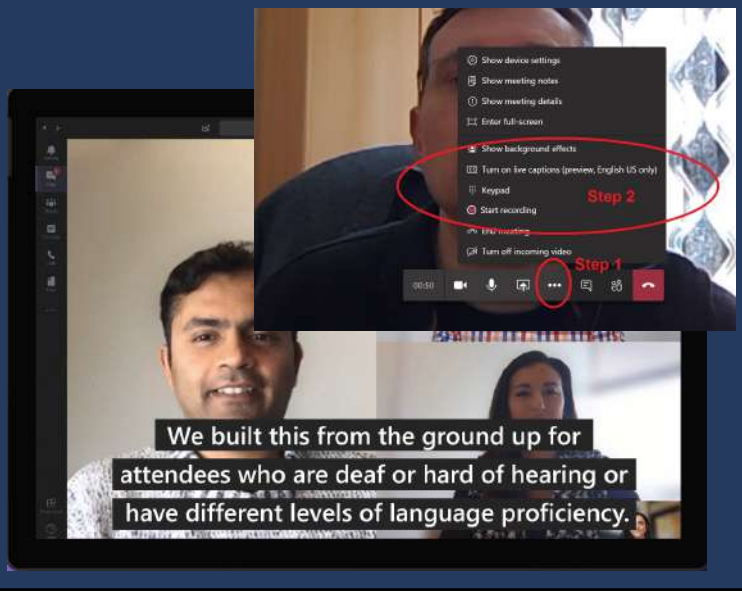
Make every meeting a good read

Use live captions to help engage everyone during the meeting

Capture all meeting content into searchable transcripts for after



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Digital Inclusion

For employees

Microsoft 365 and Windows 10 are built accessible-by-design, meaning employees can work in their best way.

- **Microsoft Teams**
- **Microsoft 365**
- **Windows 10**
- **Microsoft Streams**

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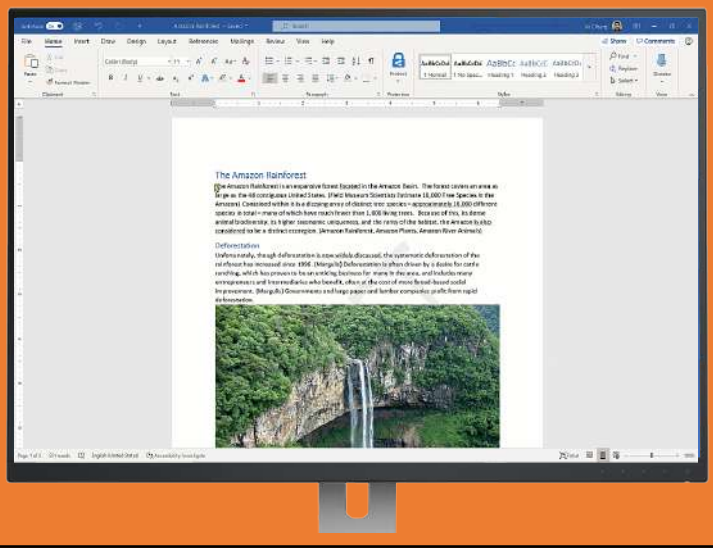
Accessibility Checker

Analyzes your material and provides recommendations to help fix errors and create more accessible content.

With the Accessibility checker I can easily improve the accessibility of my documents to make them accessible for everyone.

Use Case: Before sending your e-mail, message or sharing your document or spreadsheet, run the Accessibility Checker to create inclusive content that everyone can read and edit.

Learn More:
aka.ms/AccessibilityChecker



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Resources or how to find all this back?

- On Inclusive Remote Working: https://blogs.microsoft.com/accessibility/inclusive-remote-working/
- Be sure to check out the Microsoft Accessibility Blog: https://blogs.microsoft.com/accessibility/
- Accessibility Features across our products: http://aka.ms/AccessibilityFeatures
- Our main Accessibility Site: http://aka.ms/MicrosoftAccessibility
- Series of mini-videos on Accessibility: http://aka.ms/AccessibilityAtAGlance
- Technology that can help support Mental Wellbeing: http://aka.ms/TechForMentalWellbeing
- Mental Wellbeing, the Pandemic and Technology

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"Sometimes, a journey begins by reaching out and taking someone's hand.

At other times, it begins by inviting another to take yours."

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- WWW.GOV.UK
- **FIND A JOB**
- **2 SITES**
- IF YOU ARE AN EMPLOYER AND EMPLOYEES

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Robust tried and tested neurodiversity, wellbeing, and employability screening tools, accessible and available from anywhere.

British Dyslexia Association Assured

Do-IT>

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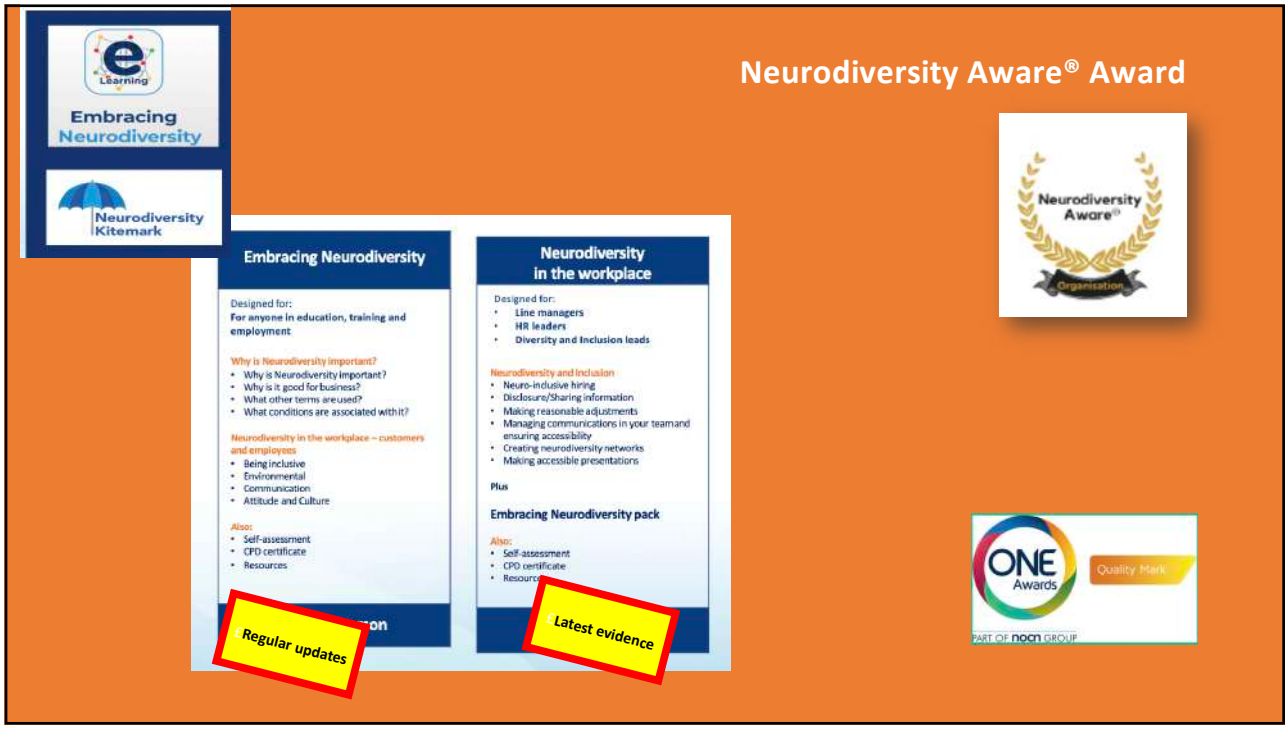

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Next webinar:

January 28th, 2021

Changing the conversations to implement inclusive economic planning with Mike Adams - We are Purple

Microsoft focus

When: Thursday 28st January 2021 11.30 a.m - 12.00 p.m

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