How to Provide Accommodations Quick Tips

1

Create a safe space

Candidates and existing apprentices should know they can disclose their accommodation needs without it impacting their employment status.

2

Try universal accommodations

Some examples include

- flexible break times
- instructions in multiple formats
- summaries of important meetings, policy updates, etc.

3

Document everything

Keep records of

- requests and offers of accommodations
- all steps taken to secure an accommodation
- any meetings related to an accommodation
- any reasons for refusal/lack of employee participation

4

Keep the conversation going

Have frequent, short meetings with employees to speak openly about the current workplace culture.

Step Up and Succeed

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