



## Easy Tips to Improve Accessibility in your Office

1. **Remember** that almost 1 in 4 Nova Scotians lives with some kind of disability, many of which are invisible. When you consider their families and friends, disability touches close to every other Nova Scotian. This is an important demographic to remember!
2. **Enroll all staff (from CEOs to mail clerks!) in Disability Awareness Training** through a group like **reachAbility** <https://www.reachability.org/> or **Teamwork Cooperative** <https://teamworkcooperative.ca/>
3. **Encourage employees to contribute volunteer hours** to programs that support persons with disabilities.
4. **Consider making financial contributions** where possible. For example, NSLEO hosts Access Awareness Week each year through our **Partnership for Access Awareness Nova Scotia (PAANS)** committee and distributes 17 scholarships to students with disabilities every year. Could your business make it 18?
5. **Make sure all printed materials you distribute are available in alternate formats.** It can be very easy to put brochures, catalogues, etc. on CD-ROM. Groups like **Canadian National Institute for the Blind** (902.453.1480 or 1.800.563.2642) converts documents to Braille at very reasonable prices. Having your key information in **14 point bold** is a great first step!
6. **Take the time to Contact groups** like **TeamWork Cooperative:** <https://teamworkcooperative.ca/> and find out what they have to offer in terms of people available for hiring. Consider specifically hiring a person with a disability for your next vacancy.

7. **Consider installing** that ramp, power door, Braille signage or volume-controlled telephone in your workplace. The Enabling Accessibility Fund <https://www.canada.ca/en/employment-social-development/programs/enabling-accessibility-fund.html> offers funding for accessibility renovations.
  
8. **Lend your support** to groups working towards government grants for small business accessibility improvements.

*For additional information on accessibility please contact NSLEO at 902.455.6942 or [info@nsleo.com](mailto:info@nsleo.com)*