



How To Be Inclusive of Coworkers with Disabilities


This short guide is meant to encourage learning and questions on accessibility, inclusion, and disability.



Always speak directly to the person you want to talk to, rather than around them.




Never touch the person or their mobility aid/assistive technology/service animal without permission.




Language is important. Ask how individuals prefer to be referred to.

'Person with a disability' vs. 'A disabled person'




If someone asks for clarification, don't repeat yourself verbatim. Instead, attempt to reword your statement.




Don't over-enunciate, speak louder or slower just because you are talking with someone with a disability.

Pause 5 seconds after a question to comment before moving on. This allows time for interpreters to relay the message and time for individuals to fully absorb and respond to questions.



Never assume you know what another person wants/needs in a situation. Ask the individual what they need.

Don't assume you know what people can or can't do, or that you know the full story. Many disabilities are hidden.



Be aware of your own unconscious biases and work to unlearn them.



Stay informed and involved.

This is not a comprehensive list. If you have any questions or concerns, please reach out to drc@dot.gov.

U.S. DEPARTMENT OF TRANSPORTATION

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DISABILITY RESOURCE CENTER