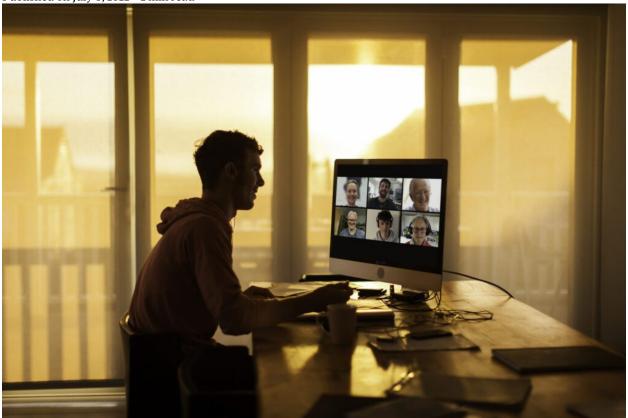# Accessibility in the workplace: A toolkit

The @Work Toolkit is a collection of additional resources and tips that might be useful when discussing the topic with your team.

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Definitions

Ableism: Ableism is the discrimination of and social prejudice against people with disabilities based on the belief that typical abilities are superior. At its heart, ableism is rooted in the assumption that disabled people require 'fixing' and defines people by their disability.

Accessibility: The quality of being easily used, entered, or reached by people with disabilities; refers to the design of products, devices, services, curricula, or environments. Reasonable accommodation: An adjustment or modification to a job or work environment that allows an individual with a disability to apply for a job, perform the essential functions of the job, or enjoy benefits equal to those offered to employees who do not have a disability.

(Sources: [Understood for All](); [Access Living]())

Did You Know

"The access disabled people have been wanting for so many years is now in place, and we were told that it was impossible and inconvenient. Now that everyone is inconvenienced by a pandemic, this becomes standard. ... It feels like a betrayal of sorts; the world had all these possibilities, and it was just ridiculous, ableist gatekeeping that kept them from becoming true."
— Ashley Shew, associate professor at Virginia Tech

How to talk about accessibility

Consider a capacity-based approach. When we talk about accessibility, we anticipate human differences. We consider that each person brings an idiosyncratic style and approach to their workplace. Conversations about disability can easily fall into the trap of talking about what people "can't" do. Instead, veer towards a capacity-based approach: First consider what strengths each person brings to their workplace, regardless of their disability. Ask yourself what obstacles prevent all employees from doing their best work each day. If these barriers are removed, what possibilities open up? What can be done to remove these obstacles?