



# #AbleTo

## design for everyone.

**Universal Design means designing environments, processes, services, information, and products in a way that all people can use them—to the greatest extent possible.**

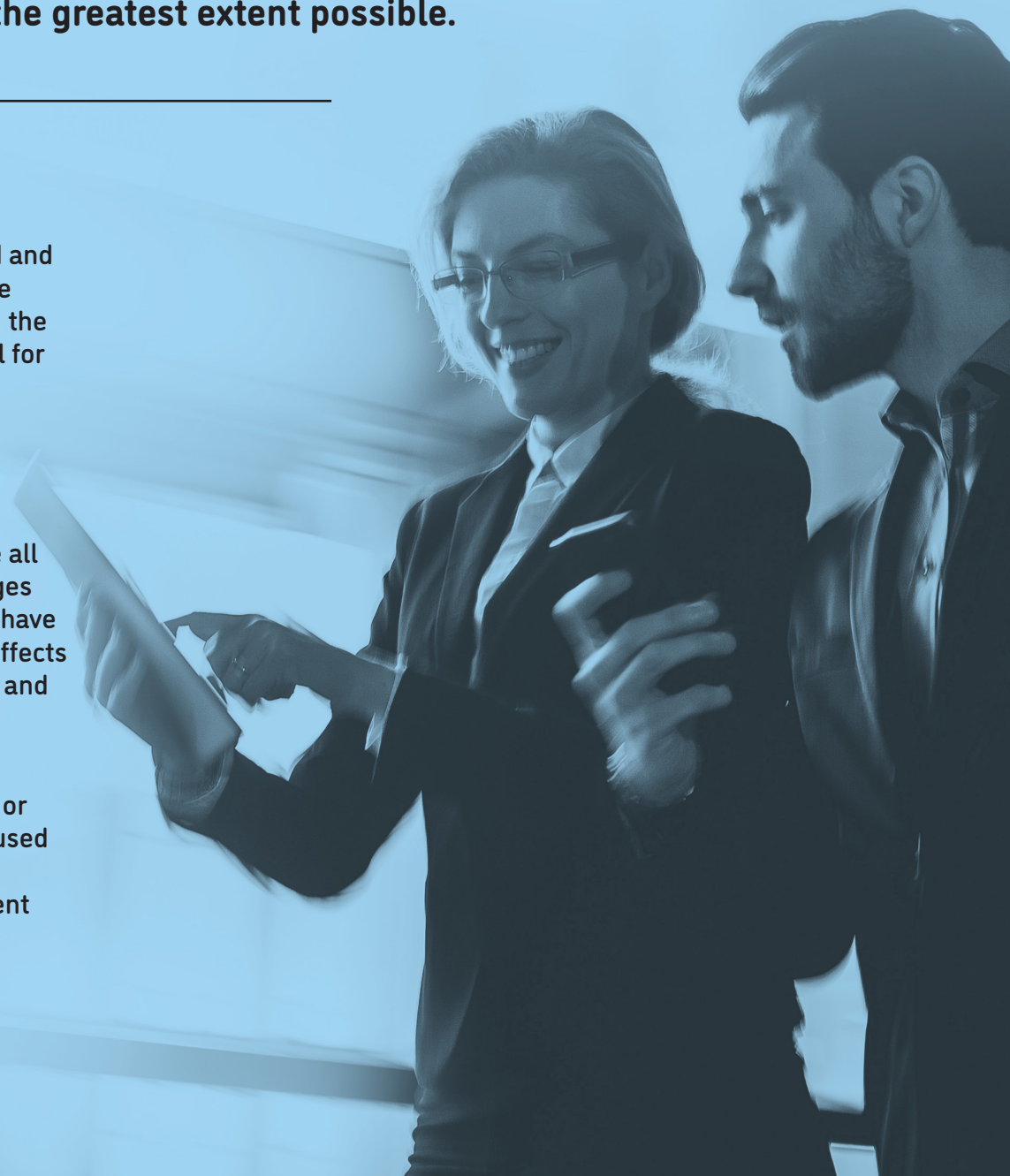
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Accessibility is embedded and integral to design from the beginning and works with the idea that what is essential for some is good for all.

### **Why Universal Design?**

People have a wide range of life experiences and we all go through variable changes over our lifetime that can have short-term or long-term effects on how we are navigating and functioning in the world.

Designing in a way that creates a product, service or environment that can be used by anyone at any stage in their ability makes excellent business sense.



# Applying Universal Design

You can begin to apply UD concepts to new or existing elements to your setting.

Here are some examples how UD can be applied to the structures, systems or culture of your work environment.



## Structural

Build the physical aspects of your workplace to be accessible:

- Make sure entrances and exits accessible are clear of impediments
- Make space for movement that can adapt to various sizes and mobility supports
- Reduce noise and have lighting that can be increased or dimmed
- Create ergonomic workstations

## Systematic

Develop policies, programs and protocols that promote inclusivity:

- Clarify work tasks
- Assign mentors to new employees
- Offer flexible work options for employees
- Prepare several kinds of accessible application forms and pre-employment tests

## Cultural

Make accessibility the norm of your workplace culture:

- Be open to change
- Train all staff to have inclusive behaviours, provide leadership training in inclusive practices
- Strive to employ a diverse range of people
- Insist on inclusive meetings that facilitate every employee's communication needs

Visit [AbleTo.ca](https://ableto.ca) for more information and resources to make your business more accessible for all.