

Talk clearly and not too slowly.

Make sure everyone is included in office chatter. Use normal lip movements and expression.



Arrange meetings in quiet and well-lit areas

This makes lip-reading easier and improves the experience of colleagues with residual hearing.



Talk to your colleague, not their interpreter.

Always address them directly.

During meetings, speak one at a time.

This makes it easier for colleagues to lip-read and follow the conversation.

Get someone's attention before speaking.

Wave or lightly touch their shoulder so they know you're talking to them.



Try learning basic phrases in sign language.

This will enable you to communicate more easily with colleagues who sign.



Project your voice, but don't shout!

This can be uncomfortable for someone using a hearing aid.



Always speak directly to your colleague about how you can support them.

Avoid making assumptions about a person's capabilities.



Supporting colleagues who have hearing impairments

These practical tips will help to make our workplace more inclusive, so all staff feel comfortable.



Sightsavers

Be mindful of workplace clutter.

Think about drawers, bins or cables that might be a hazard if they can't be seen.



When starting a conversation, address your colleague by name.

This will let them know you're talking to them.



Be as clear as possible with everything you say.

Remember, your colleague may not be able to see your facial expressions.

Don't move someone's belongings without asking.

Also, avoid changing where things are kept without letting people know.

Greet colleagues with sight loss.

Announcing yourself by name lets colleagues know who is talking. Likewise, say when you leave their presence.



Feel free to use words such as 'see' and 'look'.

People with visual impairments also use these words, and are unlikely to be offended.

Provide orientation training.

This will help any new colleagues to find their way around.



Always speak directly to your colleague about how you can support them.

Avoid making assumptions about a person's capabilities.



Supporting colleagues who have visual impairments

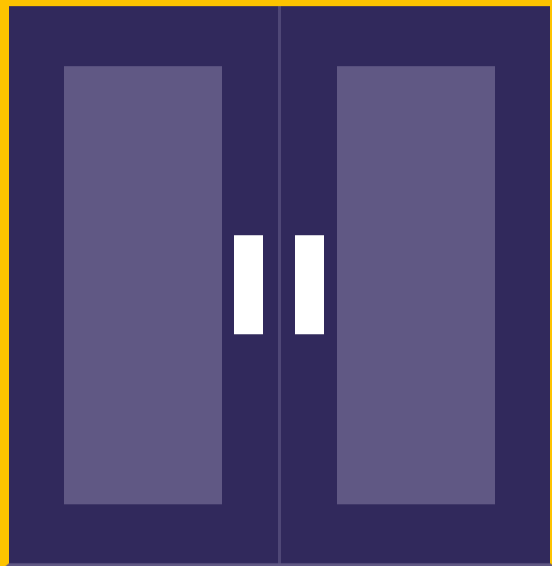
These practical tips will help to make our workplace more inclusive, so all staff feel comfortable.



Sightsavers

Make sure entrances and walkways are kept clear.

This ensures colleagues with physical impairments have space to manoeuvre.



Don't leave people out of the conversation.

If a colleague is a wheelchair user and accompanied by someone else, you should still address your colleague directly.



Ask your colleague if they want help.

For example opening a door, or carrying a drink. But don't assume they need it.

Ask your colleague about potential barriers and solutions.

For example, they may prefer their desk to be in an area that's easier to access.

Never move someone's wheelchair or mobility aid without asking.

They may have positioned it so it can be accessed easily.



If you're having a long conversation, sit down.

It's easier to make eye contact with a wheelchair user if you're on the same level.



Be considerate of other people's needs.

Only use disabled parking spaces and toilets if you are entitled to use them.



Always speak directly to your colleague about how you can support them.

Avoid making assumptions about a person's capabilities.



Supporting colleagues who have physical impairments

These practical tips will help to make our workplace more inclusive, so all staff feel comfortable.



Sightsavers

Before a meeting, let your colleagues know in advance what you want to discuss.

Send calendar invites so they have a record of the meeting and what is expected.



Arrange meetings in a quiet location without any distractions.

Bright lighting, busy noticeboards, strong scents, too many people talking or temperature changes can all be distracting.



When starting a conversation, address your colleague by name.

This will let colleagues know who you're talking to.

Always speak directly to your colleague about how you can support them.

Avoid making assumptions about a person's capabilities.

If someone doesn't understand what you're saying, don't keep repeating it.

Instead, try rephrasing it, explaining it in a different way or writing it down.



Don't overload your colleague with too much information.

Keep things clear and focus on one point at a time.



Be aware that your colleague may not look at you while you're talking.

Some people may find it easier to focus on what you're saying if they look elsewhere.



Follow up important points in writing.

Bullet points or lists of agreed tasks are often helpful.



Supporting colleagues who have neurodiverse conditions

Colleagues with conditions such as autism, ADHD or dyslexia are likely to experience sensory information more powerfully than other people. These tips will help to make our workplace more inclusive, so all staff feel comfortable.



Sightsavers