

# Employee Resource Group/Business Resource Group Resources

The Disability:IN ERG/BRG Leadership Committee created the below toolkit. It contains information and resources on how a company's disability-focused affinity group can promote disability inclusion through the employment life cycle and can enable employees with disabilities to bring their whole selves to work.

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# Part I. Disability Inclusion through the Employment Life Cycle Resources

In order to inform each phase of the Employment Life Cycle, the ERG/BRG can do a stakeholder analysis for each of the four stages. The ERG/BRG can forge partnerships with HR around learning and development teams and human capital management. ERG/BRG members can support managers during each employment phase and help showcase managers who excel in supporting employees with disabilities.

## THE EMPLOYMENT LIFECYCLE: THE FOUR PHASES

### Phase I: Employee Affinity Groups Advance the Company's Disability Outreach & Recruitment

#### 1. Engage Disability ERG/BRG Members in Creating Recruiting Materials that Attract Qualified Job Applicants with Disabilities

- Invite them to serve as models, recruit co-workers and provide resources for professional models with disabilities for photoshoots for illustrating print and web-based recruiting materials
- Ask them to provide positive quotes on disability inclusion and their own personal experiences during the recruiting process
- Request them to engage in the development and the review of all recruiting materials to ensure disability appropriate statements and language
- Request them to review all recruiting materials for accessibility

Resources: BRG Members Sourced for Messaging Materials

- Walmart's [‘Seeing Through My Blindness to A Future’](#) article
- BAE Systems [‘I Am’ Poster Template](#)
- BAE Systems [‘D&I Blog Article’](#)
- BAE Systems [‘I Am’ Dialogue](#)
- Walmart [‘Moving Forward’ E-Newsletter](#)
- [“Walmart Celebrates Associates of All Abilities”](#)
- [Walmart “Real Associates: Charlie Parker](#)
- MassMutual's [“See the Real Me”](#)
- EY [‘Looking for a Disabilities-Friendly Workplace’](#)

## Engaging BRG Members to Help Create and Review Recruiting & Outreach Materials for Disability Appropriate Statements and Language

- [Microsoft](#)
- [Merck Humans for Health: Jay Schiller](#)

### Reviewing all Recruiting Materials for Accessibility

## 2. Engage Disability ERG/BRG Members in Talent Acquisition

- Invite them to present at disability career fairs, college events, and community events
- Invite them to participate in disability training for company recruiters with emphasis on interviewing job candidates with disabilities that impact communication such as autism, certain psychiatric disabilities, deafness, and speech disabilities
- Ask them to serve as mentors for interns with disabilities
- Invite them to participate in disability mentoring programs

Invite them to participate in interviews with applicants with disabilities to raise the comfort level of applicants around disclosure, requesting accommodations and model that employees with disabilities have the same opportunities for a productive career as employees without disabilities.

### Resources:

- [EntryPoint](#)
- [Project SEARCH](#)
- [Talent Acquisition](#)
- [GettingHired](#)
- Microsoft Hiring through Training Cohort [\*\*Microsoft Inclusive Hiring; Microsoft Wants Autistic Coders\*\*](#)
- [Disability:IN NextGen Exchange](#)

## **Phase II: Employee Affinity Groups Assist with On-Boarding New Employees with Disability**

1. Engage Disability ERG/BRG Members in Pre-First Day Planning:
  - Invite them to provide strategies on effective communications around accommodations with newly hired employees with disabilities including the physical plant as well as information and communication technology accessibility
  - Engage them in training for managers and work units of the in-coming employees with disabilities
  - Invite them to provide counsel on the types of disability-specific benefits and resources, including ERG information, that should be in new employee on-boarding packet
2. Engage Disability ERG/BRG Members in New Employee Orientation:
  - Invite them to serve as ambassadors to welcome new hires during initial orientation
  - Include them to serve for the first several months as ongoing guides to the company culture, events and programs

## **Phase III: Affinity Groups Enhance Career Development & Engagement Opportunities for Employees with Disabilities**

1. Engage ERG/BRG Members in planning, developing and executing training and career advancement opportunities and programs to ensure that individuals with disabilities are fully included and accessibility and inclusion requirements are addressed
  - Invite them to participate on the planning teams that develop training programs and materials and innovative career building opportunities
  - Invite them to serve as trainers or presenters
  - Feature images of ERG/BRG members in promotional materials for training sessions as well as in the training materials
  - Source the ERG/BRG for stories on successful ERG/BRG employees whose careers advanced after self-disclosure and participation in career

advancement opportunities & use these stories to promote training and career advancement opportunities and programs ('What's In It for Me')

2. Engage ERG/BRG Members in Developing/Reviewing Policies & Practices that Impact Employees with Disabilities

- Invite them to initial conversations on the value and effectiveness of current disability management policies and practices
- Include them on the planning and development team that develops or revises disability management policies and practices

3. Engage ERG/BRG Members in Mentoring and Sponsoring Programs

- Invite seasoned ERG/BRG members to serve as mentors to newer employees with disabilities
- Engage ERG/BRG members in Reverse Mentoring initiatives

Resources:

- [Five steps to creating accessible PowerPoint presentations \(DOC\)](#): At EY our goal is for people of diverse abilities not only to fully participate, but to feel welcome and comfortable. This guidance on creating accessible PowerPoint presentations can help prepare everyone to do their best work.
- IBM Reverse Mentoring: Reinforcing Collaboration Between Generations. [Download](#).
- IBM Volunteers with Youth with Disabilities. [Download](#).

## Phase IV: Affinity Groups Enrich Termination & Post-Employment Activities for Employees with Disabilities

1. Engage ERG/BRG Members in reviewing Exit Interview Questions and Developing Informal Exit Interviews to Gain Helpful Data

- Invite ERG/BRG members to review exit interviews for any indications that the person's disability may have influenced the employee to terminate employment

- Invite ERG/BRG members to assist in the development of an exit interview to assure that it is structured to create comfort in self-disclosure around any underlying reasons for the departure
  - Engage ERG/BRG members to formulate the questions that can address questions that the departing employee may not be comfortable answering such as why the questions are being asked, where the information will go, who owns the information and if the owner can make change
2. Leverage the ERG/BRG to boost retention of Employees with Disabilities
    - Engage ERG/BRG in analyzing the culture of disability acceptance
  3. Engage the ERG/BRG Members to Help Plan Alumni Events & Provide Speakers
    - Invite ERG/BRG to serve on planning team for Alumni Events
    - Engage ERG/BRG in recommending or providing speakers for Alumni Events

## **Part II. Bring Your Whole Self to Work: Enhancing Job Satisfaction, Career Advancement and Company Productivity**

When a company disability-focused ERG/BRG develops effective strategies and tools to enable its members to bring their whole selves to work, it will better serve its members and its company. Employees who are able to bring their whole selves to work as competent and proud individuals with disabilities may find that they are better able to focus on their jobs, advance their careers and contribute to their company's success. Resources that the ERG/BRGs of the Disability:IN partner companies have found useful are listed under three categories:

1. Messaging;
2. Exercises/Activities/Events; and
3. Connecting/Building Trust/Getting There.

## MESSAGING

### 1. On-Line Disability Inclusive Messages, Testimonials, and Profiles

- [Microsoft – Diversity](#)
- [Seeing Through My Blindness to a Future at Walmart](#)

### 2. Videos/Selfies: Personal Statements on an Inclusive Company

- “I AM” BAE Systems – ABLE Network ERG profile that shows disability is just one small aspect of who we are. [Download Word Document](#)
- D&I blog article example where employees share their personal story and experiences, with an interactive question at the end. [Download Word Document](#)
- “I AM” Dialogue that is a mini-version that incorporates both the “I AM” poster and employee’s personal story. [Download Powerpoint](#)
- [“Work is a Beautiful Thing: Meet Patrick”](#)
- [“Walmart Celebrates Associates of All Abilities”](#)
- [Walmart’s “Real Associates: Charlie Parker”](#)
- [“RU Ok?”](#) Introduction and descriptions for how to recognize if a colleague may be struggling with mental health issues and how to have a supportive “r u ok?” conversation, and resources to refer to in and outside EY.

### 3. Story Telling Programs

- Alice Wong’s Disability Visibility Project – [@SFdirewolf on Twitter](#)
- [Lowe’s Video Story on Marcus Tuck](#) (former CLMP mentee)
- Speakers
  - [Damon Brooks Associates](#)
  - John Register – [@JFRegister on Twitter](#)
  - [Photo Journalist Dan Habib](#)

### 4. Innovation & Inclusion Studies

- [“How Diversity Can Drive Innovation”](#) by Sylvia Ann Hewlett, Melinda Marshall, & Laura Sherbin; Harvard Business Review
- [Frans Johannsons on Youtube](#)
- Frans Johansson Introduces “The Medici Effect” how diversity drives innovation. Go to [www.themedicigroup.com](http://www.themedicigroup.com) for more information.

## 5. Accessibility

- [Web Content Accessibility Guidelines](#)
- [Web Content Accessibility and Mobile Web Devices](#)
  - [Easy Checks – A First Review of Web Accessibility](#)
- [ADA Checklist for New Lodging Facilities](#)
- [Accessible Meetings, Events & Conferences Guide](#)
- [Microsoft Public Commitment to Accessibility](#)
- [Five steps to creating accessible PowerPoint presentations](#): At EY our goal is for people of diverse abilities not only to fully participate, but to feel welcome and comfortable. This guidance on creating accessible PowerPoint presentations can help prepare everyone to do their best work. [Download Word Document](#)

## 6. General Resources

- [Government Funded Materials such as the EARN ERG Toolkit](#)

## EXERCISES/ACTIVITIES/EVENTS

### 1. Exercises

- [Windmills Training](#)

### 2. Activities

- [Microsoft disAbility Scholarship](#)

### 3. Events

- Swag Ideas: eye glass wipes, jar openers
- Post ERG/BRG created and sponsored events
- [Microsoft Ability Summit Agenda](#)
- [MassMutual 'See the Real Me' Marquee Event Playbook](#)
- [MassMutual 'Assistive Technology Day' Event Playbook](#)

### 4. Catchy Titles for diversity events:

- “Be Yourself Everyone Else is Taken”
- “Everyday Change of Everything”



## CONNECTING/BUILDING TRUST/GETTING THERE

### 1. Building Trust

- [Southwest Airlines 'Understanding Disabilities 101'](#)

### General FAQs & Tip Sheets

- ["RU Ok?" Introduction and descriptions for how to recognize if a colleague may be struggling with mental health issues and how to have a supportive "r u ok?" conversation, and resources to refer to in and outside EY.](#)

### 2. Mentoring

- [IBM Reverse Mentoring: Reinforcing Collaboration Between Generations](#)

### 3. Self-ID

- [BAE 'I Am' poster](#) – Jason Bryn
- [BAE "I Am" Dialogue](#) – Jason Bryn
- BAE Blog ["True vision is living life without limits"](#)
- [Walmart 'Moving Forward' Article by Russell Shaffer](#)

## Part III. Additional ERG/BRG Resources

### COMPANY WEBSITES & TOOLS

- [Inside Microsoft: Global Diversity and Inclusion \[Website\]](#)
- [3M: Diversity and Inclusion \[Website\]](#)
- [3M NEON: New Employee Opportunity Network \[PNG image\]](#)
- [3M Diversity Slide Deck \[PPTX\]](#)
- [EY 'Together We Make Things Happen' Professional Networks Guide \[PDF\]](#)
- [TD Bank: "All\(y\) In Together: Be a Great PWD Ally" \[PDF\]](#)

### DISABILITY ACRONYMS

- **503** References the Section in the Rehabilitation Act requiring affirmation action in hiring employees with disabilities
- **508** References the Section in the Rehabilitation Act requiring federal agencies to purchase accessible technology
- **AAPD** The American Association of People with Disabilities
- **ADA** Americans with Disabilities Act
- **ADA AG** Americans with Disabilities Act Accessibility Guidelines
- **ADLs** Activities of Daily Living
- **ASL** American Sign Language
- **AT** Assistive Technology
- **CART** Communication Access Real-time Translation
- **DEI** Disability Equality Index
- **DOBE** Disability-Owned Business Entrepreneur
- **DSDP** Disability Supplier Diversity Program
- **E&IT** Electronic & Information Technology
- **EARN** Employer Assistance & Resource Network on Disability Inclusion
- **GFG** Going for the Gold
- **ICT** Information & Communications Technology
- **ILC** Independent Living Center (aka CIL)
- **IT** Information Technology
- **JAN** Job Accommodation Network
- **NCD** National Council on Disability
- **NDEAM** National Disability Employment Awareness Month
- **ODEP** Office of Disability Employment Policy
- **OFCCP** Office of Federal Contract Compliance Programs

- **PAS** Personal Assistance Services (aka PCA – Personal Care Assistance)
- **PTSD** Post Traumatic Stress Disorder
- **RLA** Rising Leadership Academy
- **TBI** Traumatic Brain Injury
- **TDD** Telecommunication Device for the Deaf
- **TRS** Telecommunications Relay Services or Voice Relay Services (VRS)
- **UD** Universal Design
- **VR** Vocational Rehabilitation
- **VRS** Voice Relay Services or Telecommunications Relay Services (TRS)
- **WRP** Workforce Recruitment Program