

Best Buddies Jobs Disability Etiquette

People-First Language

Inclusion in the workplace begins with respect for all people. Using people-first language means identifying someone as a person first, rather than labeling them by their disability. This language also promotes appropriate terminology when referring to a person with a disability.



Say:

- He has a disability
- She has Autism
- He uses a wheelchair



Instead of:

- The disabled guy
- The Autistic girl
- The wheelchair bound guy

Communication Tips

- Smile, shake hands and make eye-contact
- Speak to the individual directly, rather than the job coach
- Be patient when in conversation, some people need extra time to process and formulate a response
- Treat adults like adults, excessive praise isn't necessary

Training and Support Tips

- Introduce the new employee to coworkers and supervisors to make them feel welcome
- Give clear instructions and demonstrate tasks when possible
- Provide assistance when asked, don't assume help is needed

For more information on inclusion in the workplace please visit: www.askjan.org