

An inclusive agency's space looks like...

- A space that is designed for every person to be able to freely access
- Wide & well-lit hallways that allow for multiple people to easily be able to move through
- Clear signage is displayed in plain language, strong color contrasts, big fonts, and braille
 - Signs that make use of technology such as text-to-speech to dictate what the sign says when someone passes by (this is also a way to be inclusive to people regardless of literacy skills and language barriers, as signs can also be in multiple languages)
- All entrances to buildings include ramps, and the same entrance is used for everyone
- Elevators are in regular and open use (no codes, keys, badges, etc. are needed to access them, and elevators can be used by anyone – a wheelchair user, a parent with a stroller, a person who just wants to take the elevator, etc.)
- The space outside your building includes tactile paving, accessible parking spaces, and curb cuts

An inclusive agency's policy and practices look like...

- Accessibility features of buildings such as ramps and elevators are considered health and safety issues – their maintenance is prioritized in both policy and practice
- Agency leadership and workforce include people with disabilities
 - Agencies actively engage in outreach to hire people with disabilities and engage in inclusive hiring practices such as writing hiring qualifications in an open-ended way, providing sign language interpretation services, and ensuring all hiring materials and agency policies are written in plain and accessible formats
- People do not need to request accommodations or provide documentation. The agency / leaders trust employees to know what they need
- People are able to engage with working from home or from the office, using or not using cameras on calls, and taking sick leave as they need to
 - Supervisors and colleagues encourage each other to take time off to rest, take vacations, take sick time, take days off for mental health, etc.
- Self-care is seen as a collective / organizational responsibility that is built into the workday, into workflows, and into meetings
 - Examples: taking lunch breaks together, including games or activities that are joyful, help build connection, and not work-related but still paid time for the team
 - Supervisors advocate with funders on your team's behalf when deadlines are not met – prioritizing team members' wellbeing as being their human right

- Work is designed in a way where people can take time off easily as needed - all programming and workflows are developed and evaluated collaboratively, in ways that ensure tasks do not fall to one person alone
 - Teams pre-plan for busy times to divide up the work in ways that are fair to everyone, including backup plans