

Office



Purple Tuesday is about improving the experience of disabled people. The interaction with all colleagues is so important but yet we know for many staff the fear of unintentionally saying or doing the wrong thing makes them want to swerve the conversation altogether.

Here are five practical tips to support your teams working in office services:

- 👍 Make sure a **conversation starts at eye level** even if that means sitting on a chair. For wheelchair users, **talk to them directly and make eye contact** with them rather than the floor, or the person they are with.
- 👍 For a blind person, **ask if they would like written information read to them**. They will tell you their preference for how they wish to receive the information.
- 👍 In a noisy office environment, **if you approach a disabled staff member ask them if they want to step to a quieter place to start the conversation**. For a person with a mental health condition (and plenty of others as well!) it could well be the difference between a productive conversation or not.
- 👍 **Teach yourself hello and goodbye in sign language**. It makes such a difference to a deaf person, and you might find you want to learn even more useful phrases.
- 👍 When talking to colleagues with autism and/or Asperger's **stick to clear facts rather than providing information that then needs interpreting**. For example, our opening hours are 8am to 6pm, Monday to Saturday, and 10am to 4pm on Sunday, rather than 'we have a range of different opening hours'.

Making small changes will make a huge difference to the experience of disabled people 365 days a year.

