

## Be Tech Savvy Accessible Information & Communication Technology

EARN Training Center  
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# Inclusion@Work Framework



# Be Tech Savvy: Setting the Stage

- Consider what it would be like if you arrived to work one day and everyone in the office could use their computers except you
- And when you complained about the situation, co-workers seemed to imply it was your fault
- And then when challenged to remove the barrier(s), the team didn't know how to correct the problem

# Be Tech Savvy: Corporate Commitment



- Corporate commitment to accessibility in the development, procurement, lease, maintenance and use of information and communication technology (ICT) is central to business operations
- Accessible ICT offers accessible employment pipelines and experiences

# Be Tech Savvy: Leadership and Team Approach

- Securing leadership at the highest levels of the company to facilitate “buy-in” and establish and sustain corporate commitment to accessible ICT
- Establishing a network of individuals responsible for implementation
- Making the business case for ensuring that technology used by the business is accessible to the largest possible number of applicants, employees and customers

# Be Tech Savvy: Needs Assessment & Feedback

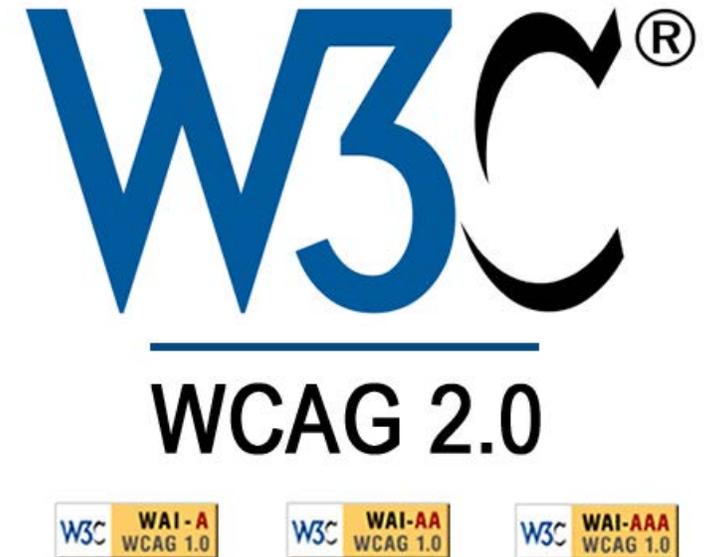
- Consider all the ICT used or offered and make a list of those platforms, devices and applications
- Evaluate accessibility by testing ICT applications with automated accessibility testing tools and by considering user experiences
- Collect feedback from website and mobile applications on how website accessibility can be improved
- Establish a process and adopt criteria that can be used for setting priorities

# Be Tech Savvy: Policies, Practices & Procedures

- Adopt and implement a website/ICT accessibility policy
- Adopt specific technical ICT accessibility standards and functional performance criteria
- Adopt accessible online application systems that include: website integration, job posting and distribution tools, application and resume submission, communication between applicants and employer, resume extraction and management, candidate search and selection processes, and communication regarding a job offer or rejection

# Be Tech Savvy: Corporate Wide Infrastructure

- Provide outsourcing guidelines to suppliers and partners
- Establish clear procurement policies
- Delineate the respective roles and responsibilities of key personnel, including the chief acquisition officer, chief information officer and chief accessibility officer
- Conduct training for in-house staff
- Provide WCAG 2.0 A and AA accessibility requirements for all employees and contractors who design, develop, procure or maintain ICT
- Deploy accessible ICT throughout the company by, for example, establishing a mechanism for centralized expertise and/or funding



# Be Tech Savvy: Evaluation & Accountability

- Appoint a Chief Accessibility Officer who reports directly to a high-ranking official
- Appoint a cross-functional committee charged with monitoring and maintaining conformance of the websites and other ICT
- Retain an independent Website Accessibility Consultant who is knowledgeable about accessible website development
- Notify managers and employees about the company's ICT accessibility policy
- Involve individuals with disabilities and experts in the development, implementation and evaluation of policy
- Establish measurable objectives and benchmarks, including checklists, scorecards and grid-based tracking documents
- Design and implement data collection and continuous improvement strategies, including tracking and reporting systems and regularly scheduled reporting

# Be Tech Savvy: Accessible Information & Communication Technology



- Corporate commitment to accessible technology
- Needs assessment, feedback and priorities
- Formal policies, practices and procedures
- Corporate-wide infrastructure
- Evaluation and accountability

# Partnership on Employment & Accessible Technology (PEAT)



PARTNERSHIP ON EMPLOYMENT  
& ACCESSIBLE TECHNOLOGY

[www.peatworks.org](http://www.peatworks.org)

- Policy Matters: ICT Laws & Regulations
- [Buy IT!](#) Accessible Purchasing Guide
- [TechCheck](#) Benchmarking Tool
- [TalentWorks](#) eRecruiting & Accessibility
- Training Resources



# EARN Training Center

Learn how to create a **disability-inclusive organization** with EARN's Inclusion@Work Framework!

**Don't know where to start? We'll guide you.**  
Check out these basics and learn how EARN can help your business be more disability inclusive.

**Let's Go!**

**Recruitment & Hiring**   **Retention & Advancement**   **Laws & Regulations**   **Creating an Accessible Workplace**   **Federal Contractor Requirements**   **Federal & State Government Employment**