

# Empowering your workforce: Key tips on adjustments for new starters

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The induction process is a pivotal moment in an employee's journey with their employer, serving as the first real impression of the organisation's culture, values, and operational ethos. It is during this initial phase that the foundation for inclusivity and accessibility can be firmly laid, setting a positive tone that resonates throughout an employee's tenure. It is an important opportunity to explore whether reasonable adjustments are required.

Here's 5 suggestions to make inductions accessible for new employees:

## 1. Introduction to company culture:

Induction is the perfect time to introduce new employees to the inclusive culture of the organisation. By explicitly stating the company's commitment to diversity and inclusion, employers can immediately make new hires feel welcomed and valued, regardless of their backgrounds or needs.

## 2. Facilitating open communication:

Induction offers a structured setting for new employees to ask questions and express their own accessibility needs or concerns. Encouraging this open dialogue from the start fosters an environment where employees feel comfortable discussing adjustments they may require without fear of judgment or repercussion.

## 3. Customising the experience:

Taking steps to customise the induction process based on the diverse needs of new hires sends a powerful message about the company's commitment to accessibility and avoids the rigid checklist tick box exercise of inductions. Whether it's providing materials in accessible formats, ensuring physical accessibility of induction venues, or accommodating different learning styles, these actions demonstrate a proactive approach to inclusion.

## 4. Adjustments don't always have a financial cost:

Making reasonable adjustments doesn't always mean significant financial investments. Sometimes, it could be as simple as adjusting work hours, allowing remote work, or providing mentorship. These changes can have a profound impact on an employee's engagement and loyalty.

## 5. Identify easy wins:

Encourage the identification of 'easy wins' for new employees. These resources or support systems that can be put into place that the company has access to. It can boost employee productivity and help quicker integration into the team.

By prioritising inclusivity during the induction process, companies not only affirm their commitment to diversity and accessibility but also cultivate a workplace where every employee, regardless of their unique attributes or needs, feels empowered to contribute to their fullest potential.

## Key contacts



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