

Email Scripts For HR

If I'm navigating microaggressions, ableism and/or other challenging situations at the workplace, I can email my employer and/or HR to discuss them. If I feel comfortable talking directly with my supervisor/direct manager/boss, they can help me address these situations in the workplace and be a helpful ally.

"Greetings [Employers/HR Name],

I would like to find a time to discuss a situation at work with you. My goal is process this situation, discuss how to successfully navigate future situations and talk about possible accommodations. My preference is to meet in person/virtually/email/phone, when would be a good time to talk?

Sincerely,
[My Name]"

I can suggest Diversity, Equity and Inclusion (DEI) training for my employer. DEI training covers:

- Define diversity, equity and inclusion
- Unconscious and implicit bias
- Stereotyping
- Reducing prejudice
- Cultural awareness and belonging
- Addressing microaggressions
- Anti-harassment

Here are some scripts that can help me open up conversations with my employer and HR:

"Our company does a good job of discussing inclusivity. However, I think we are missing a vital discussion on invisible disabilities in the work place. It would be beneficial to have a DEI training that discusses diversity, equity and inclusion surrounding invisible disabilities. Is this something our company can request in the near future?"

"I've noticed some people in the office seem unfamiliar with ableism and have said negative and hurtful things. I was wondering if you could help me set the tone for anti-ableism? I have some resources you could read that might give you ideas on how to move forward."

"I think my work is being impacted by the way some of my coworkers are acting. When I ask for help, they tell me it's easy. Sometimes I need things repeated more than other people might, but once I learn something I'll know it deeply. Can you help me get more support?"

"I know our office is committed to diversity and inclusion, but I'm worried we're overlooking one element that's really important: disability. I have some resources I could send you if you're interested in how we can start incorporating disability into our inclusion conversations."

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If I'm needing accommodations in the workplace, I can request them from my HR department and supervisor.

"Greetings [Employers/HR Name],

I have been having difficulties with [List Difficulties]. I am requesting a reasonable accommodation so that I am better able to perform my job effectively before my performance begins to suffer. Accommodations that would benefit me are [wearing noise canceling headphones while I work/working during hours that the office is quieter/giving me written instructions to help me remember the steps in tasks/providing support to help me prioritize tasks/etc].

I'm curious what possible ideas that you may have. When would be a good time to meet and discuss this further.

Sincerely,
[My Name]"

Other examples of accommodation requests can be found at:

<https://askjan.org/articles/Sample-Language-for-Accommodation-Request-Letters.cfm>

Here are some examples of reasonable accommodations that I could request:

- Making existing facilities accessible
- Job restructuring
- Part-time or modified work schedules
- Acquiring or modifying equipment
- Changing tests, training materials, or policies
- Providing qualified readers or interpreters
- Reassignment to a vacant position
- Medical leave
- Work at home

For more information on accommodation requests visit:

<https://askjan.org/publications/individuals/employee-guide.cfm>

<https://www.dol.gov/general/topic/disability/jobaccommodations>

Here are some scripts that can help me open up conversations about accommodations with my employer and HR:

For HR:

"I'm finding myself struggling with some of the expectations due to a disability. Could you tell me more about our policy for accommodations?"

For a manager:

"I find it really challenging to work in the office when it's very busy. Would it be possible for me to adjust my working hours to a quieter time?"