



Workplace Disclosure & Accommodations Plan Worksheet



Disclosure Checklist

Reasons I want to disclose:

- Access accommodations
- Improve overall workplace outcomes
- Other: _____

Who should I disclose to?

- Direct supervisor
- HR representative
- Other: _____

How should I disclose?

- In-person meeting
- Email or written letter
- Other: _____

What do I need to include?

- Strengths
- Challenges
- Accommodation request(s)
- How the accommodation(s) will help
- Supporting documents
- Other: _____

Reasons I hesitate to disclose:

- Fear of stigma or discrimination
- Uncertainty about employer support
- Other: _____

When should I disclose?

- During the interview
- When an issue arises
- Other: _____

What if my request is denied?

- Seek clarification
- Suggest alternatives
- Ask for a written letter
- Seek support from HR
- File a complaint
- Other: _____

Who can support me?

- _____
- _____
- _____

Resources

- [Canadian Human Rights Commission - Duty to Accommodate](#)
- [Canada - Duty to Accommodate Process for Managers](#)
- [Canada - List of Provincial and Territorial Human Rights Agencies](#)
- [Work BC - Assistive Technology Services](#)
- [Neil Squire - Programs](#)



This is by no means an exhaustive list

Challenge	Examples of Accommodations
Regulating Attention	<ul style="list-style-type: none">• Visual or auditory reminders• Written instructions• Timer• Modified schedule
Distractibility	<ul style="list-style-type: none">• Flex time or working from home• Noise cancelling headphones• Changing working location• Reducing clutter in workspaces
Impulsivity	<ul style="list-style-type: none">• Partnering with a coworker on projects• Breaking tasks down into steps• Blocking off time for tasks
Hyperactivity	<ul style="list-style-type: none">• Movement breaks• Fidget tools
Time Management	<ul style="list-style-type: none">• Calendar alerts or alarms• Breaking tasks down into steps• Staggered deadlines• Provided checklists• Written instructions
Task Management	<ul style="list-style-type: none">• Task log or agenda• Calendar alerts or alarms• Follow-up meetings and check-in opportunities
Organization	<ul style="list-style-type: none">• Provided work samples• Checklists
Communication	<ul style="list-style-type: none">• Provided meeting agendas• Allowing written communication



Challenge	Examples of Accommodations
Sensory	<ul style="list-style-type: none"> • Low lighting alternatives • Noise cancelling headphones • Scent-free workplace
Stress	<ul style="list-style-type: none"> • Sensitivity training • Modified schedule • Flex time or working from home
Flexibility	<ul style="list-style-type: none"> • Plan for unexpected changes • Increased communication • Decision-making tree
Social	<ul style="list-style-type: none"> • Set clear expectations • Visual charts and descriptions of roles and responsibilities • Define clear boundaries
Following instructions	<ul style="list-style-type: none"> • Written instructions • Breaking tasks down into steps • Providing demonstrations
Reading and Writing	<ul style="list-style-type: none"> • Text-to-speech or speech-to-text software • Grammar software
Memory	<ul style="list-style-type: none"> • Calendar alerts or alarms • Written instructions • Provide meeting notes
Communication	<ul style="list-style-type: none"> • Provided meeting agendas • Allowing written communication
Mobility	<ul style="list-style-type: none"> • Standing desk • Ergonomic equipment

