Consider your colleagues
Accessibility is for everyone...

My name is *Drew* *

I am a **Database Administrator** involved in maintaining our systems infrastructure

Profile and preferences

I have a busy professional life and am constantly context switching when working on variety of projects and implementations.

I am hard of hearing and can lip-read. I can get frustrated when colleagues forget I struggle with them talking fast. In the past I have also suffered with bouts of depression.

Colleague considerations

Benefits from:

Social chat opportunities or coffee catch-ups – in office or virtual

Use of closed captions in Teams meetings

Circulated minutes to review meeting content they may have missed

Recorded Teams meetings

Colleagues having cameras turned on during video calls so they can lip-read

Avoid:

Audio or video only content

Complicated words or figures of speech

Everyone having microphones turned on during large Teams calls

Unrealistic deadlines

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AccessibilityChampionsNetwork@it.ox.ac.uk

iT services

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My name is *Krish* *

I am a **Finance Assistant** working on purchasing and supplier invoices

Profile and preferences

I am a holistic thinker who likes to understand the big picture.

I am colour blind and get frustrated when my co-workers use colour to convey meaning in graphs or presentations.

I also have poor manual dexterity and prefer to use the keyboard over the mouse where possible.

Colleague considerations

Benefits from:

Plain text emails

High contrast colour ratios in staff communications

Alt text descriptions of colourful graphics in meetings/presentations

Software/websites that support keyboard navigation

Avoid:

Using colour to convey information in documents/emails, including when replying 'in-line'

Complicated spreadsheet templates which can't be accessed with a keyboard

Mouse-only interactions

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My name is *Immaculate* *

I am a **Senior Developer** working on implementing a new web application

Profile and preferences

I'm a multi-tasker; happiest when working on several things at once. The nature of my project work means I'm often involved in large group meetings.

I was recently diagnosed with ADHD and I'm still trying to figure out what support I need at work.

I am colour blind and get frustrated when my co-workers use colour to convey meaning in graphs or presentations.

I also have poor manual dexterity and prefer to use the keyboard over the mouse where possible.

Colleague considerations

Benefits from:

Regular breaks during long meetings or between back-to-back sessions

Clear concise language

Meeting minutes with defined actions

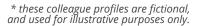Wearing headphones when working in a large office to limit noise distractions

Clear meeting agenda and good time-keeping

Avoid:

Large blocks of text in emails

Posting unnecessary content in chat during Teams meetings

Calling without checking their availability first (e.g., via a quick chat message)

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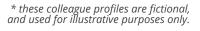Wearing headphones when working in a large office to limit noise distractions

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My name is *Amira* *

I am a **Project Manager** overseeing the day-to-day management of a new customised desktop application

Profile and preferences

I was diagnosed with dyslexia as a child, and I can still sometimes feel overwhelmed by incoming information.

I find it much easier when interacting face-to-face or verbally with my colleagues. Sometimes I also use a screen-reader when digesting large documents.

Colleague considerations

Benefits from:

Large, clean fonts (e.g. Arial, Helvetica, Verdana) – ask their preference

Concise, well structured content

In-person / Verbal interaction with colleagues

Hard copy, printed resources (ideally on coloured paper)

Providing meeting agendas in advance

Avoid:

Justified text

Large blocks of text in documents/emails – use headings and space

Serif fonts (e.g., Brush Script) and italicised text

Double negatives and abbreviations in documents

Pressurising them into taking meeting notes

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My name is *Sam* *

I am an **IT Support Specialist** handling technical desktop queries

Profile and preferences

I often deal with complex technical queries and user problems in a time-pressured environment.

I have high-functioning autism and am detail-orientated.

I dislike idiomatic language.

Colleague considerations

Benefits from:

Plain language

Concise, well structured content

Predictability and consistency

Dedicated personal desk in the office

Avoid:

Bright, contrasting colours

Idiomatic language

Auto-playing media content

Icons without accompanying text or explanation

Sudden changes to expectations

Attending meetings late

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My name is *Faren* *

I am a **Portfolio Analyst** working on improving business processes within IT Services

Profile and preferences

I am methodical and process driven. I like to work on one task at a time.

I have an inherited eye disorder and am registered as sight impaired.

I find it helpful to use a use a screen-reader on desktops and mobile devices.

Colleague considerations

Benefits from:

Colleagues providing self-descriptions at start of meetings

Descriptive alt texts for images

Large fonts in emails with clear headings

Tables explicitly marked up as tables in emails and documents

Videos with audio-descriptions

Avoid:

Sharing images in Teams chats without appropriate descriptions

Using only Teams chat to collect participants votes/responses

Images of text in presentations, emails and documents

Saying 'Can everyone see my screen?'; instead say 'Can everyone see the screen who needs to?'

Visually dependent content

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My name is *Ros* *

I am an **IT Teacher** running sessions to train staff and students on specialist research software

Profile and preferences

I love engaging with people and instilling a sense of confidence in them through my teaching.

I suffer with rheumatoid arthritis which can make it uncomfortable for me to sit for long periods of time and I can struggle with stairs.

On my bad days I find it easier to use Dragon voice-to-text to dictate my emails.

Colleague considerations

Benefits from:

Regular breaks scheduled in meetings

Software/websites that work with just a keyboard

Quiet offices when using Dragon

Dedicated personal desk space with ergonomic mouse/keyboard and supportive chair

Colleagues offering to take meeting minutes

Avoid:

Long forms/surveys

Messaging over chat – prefers to talk over the phone or in person

Complicated spreadsheet templates

Inaccessible meeting rooms

Open windows creating drafts

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