4 Steps for Encouraging Disclosure and Self-Identification

1. Send a clear message that you value employees with disabilities and that your workplace embraces and supports differences.
   - Encourage leaders at your company to disclose and share stories about their own disabilities, including invisible ones.
   - Encourage senior leaders to voice their support for employees with disabilities. Talk about how important disclosure is for both reporting and giving support.
   - Provide training on disability inclusion. That sends a message that it’s OK to talk about disability. It also increases disclosure levels.
   - Create disability-related employee or business resource groups, with support from your company’s top leaders.
   - Adopt a clear accommodations policy and procedure.

2. Work with supervisors to promote supportive relationships.
   - Train managers and supervisors on what to do when an employee discloses and how important it is to keep information confidential.
   - Encourage supervisors to give needed support and adjustments to employees.
   - Train supervisors to give inclusive feedback.

3. Adopt a self-identification campaign.
   - Develop a communication plan to spread the word about the campaign (be sure to create a catchy slogan).
   - Be clear about why you’re asking employees to self-identify and how you’ll use the information.
   - Stress that their participation is voluntary and that all information is confidential.
   - Remind employees of the broad definition of “disability” under the ADA and give some examples.

4. Follow Section 503 guidelines if you’re a federal contractor or subcontractor.
   - Make sure your company complies with Section 503 of the Rehabilitation Act of 1973. The law says you must work toward having 7 percent of your workforce be people with disabilities and that you report on how you’re doing at meeting that goal.
   - Invite applicants and employees to self-identify pre-offer and post-offer. Invite current employees every five years.
   - Make sure identification is voluntary, confidential, and anonymous.
   - Use Form CC-305 to report the number of employees with disabilities in your company, without changing any of the language.