Digi digest: digital, DEI and access.

## Transcript

#### 00:00

How can we make everyday digital tools like Intranet, Enterprise Social Networks and our “Get Stuff Done” tools at work more accessible? And why would we?

#### 00:09

Well, companies with established DE&I programmes perform better across the board and inclusive teams improve team performance by up to 30 per cent.

#### 00:18

You see, the technology at work is essential to how we collaborate, communicate and stay productive. But to guarantee that every employee can succeed, we have to make those tools accessible to everyone.

#### 00:29

In this video, I’ll briefly talk about text captions, content, notifications and how you can customise your workplaces to make them as accessible as possible.

#### 00:39

Accessibility is about more than just convenience – it’s a necessity for many of your employees. Whether it’s for those with visual impairments, hearing difficulties or your neurodivergent employees. Inclusive technology ensures that everyone has the right tools to do their best job, but also feel seen and supported by their employer too.

#### 00:58

There are some simple things that you and your team could be doing already that are often overlooked but can have a positive impact right now.

#### 01:06

First, let’s consider text accessibility. Your employees with impaired vision will often rely on screen readers or text magnification tools. On platforms like Microsoft Word or your intranet, make sure that your content is clearly written and formatted for easy navigation. That means using proper heading structures, alt text for your images and proper colour contrast too.

#### 01:27

For employees with hearing difficulties, captions and transcripts are super important. Microsoft Teams and Enterprise Social network platforms often allow you to create live captions on video or add subtitles to pre-recorded video content.

#### 01:41

Always make sure that they’re enabled for your important presentations, like town halls, all hands, strategies or business updates, with the aspiration that all your video content in the future should be accessible too. For your neurodivergent employees, clear, consistent and structured content is essential for those digital places as well.

#### 02:00

When creating internal communications content, make sure that you’re using plain language, that you’re reducing visual distractions and creating alternative formats of the content that are easily accessible for your audience.

#### 02:12

Scarlettabbott’s Mosaic content approach where we chunk up content so that it resonates with different audiences is perfect for that.

#### 02:19

Microsoft Office’s ‘Focus’ mode – having clear internet articles with one focus, having education and understanding of how to manage your notifications – can help these colleagues concentrate and process information more effectively. Customisability is also a big step towards accessible digital workplaces too.

#### 02:37

Tools within the Office 365 Suite or your internet, as an example, should allow your employees to adapt to the navigation to fit their specific needs. Whether it’s adjusting the text size, the colour schemes or the shortcuts to help them with their navigation. By making sure that these considerations are in place, not only are we improving productivity, but creating a space where your employees feel supported and included.

#### 03:00

Accessibility shouldn’t be an afterthought. It should be part of our everyday digital experience. When we take the time to make our technology more inclusive, we empower every employee to bring their best to work.

#### 03:12

Let’s work together with HR, IT and members of those affected communities to make sure that the technology we use at work is built for everyone. Whether it’s on our enterprise networks, our intranets or the collaboration tools we use every day, accessibility matters.

#### 03:27

And if you want to talk to someone to ensure that your digital workplaces are as accessible as possible, please give me and the scarlettabbott team a shout.

#### 03:34

Thanks folks. I’ll see you again real soon.

Ends