

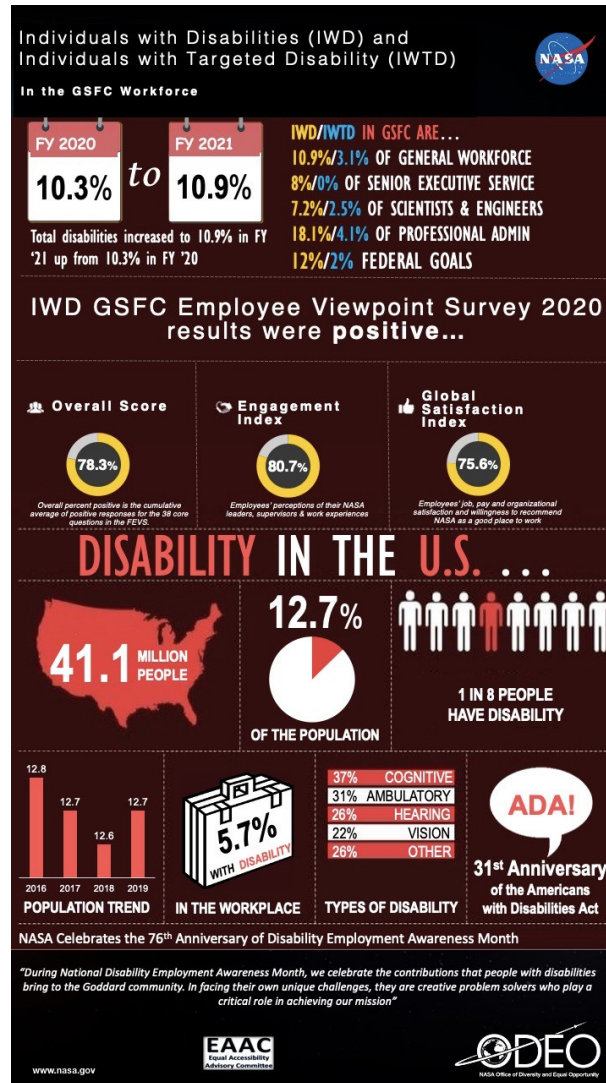


At Goddard Space and Flight Center (GSFC), the role of the Equal Accessibility Employee Resource Group (EAERG) is to identify and eradicate barriers that hinder the outreach, recruitment and/or employment of people with disabilities.

Through the eradication of any barriers that an employee might face, we strive to build an equitable and inclusive workplace where all employees can contribute to the success of GSFC and work to their full potential.

We strive to attain...

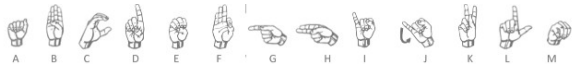
- Awareness of disability in the workplace
- Advocacy by and for employees with disabilities
- Accessibility in the work environment



- **Raise Awareness**
- **Improve Accessibility**
- **Advocate**



Created by Kevin McLeod
CEO of Deaf-owned firm Influential Prose



Goddard

ASL Club American Sign Language



ASL Brown Bag Club

This group is meant to provide a fun/social environment for employees who know or are interested in learning ASL. All skill levels are welcome! Basic knowledge of the alphabet is recommended.

Communication at these events will be silent, i.e., through Sign, written messages, pictures, etc. Feel free to bring your lunch.

Contact *Alicia Jose* or *Rita Owens* for more information



The Workforce Recruitment Program (WRP) is a recruitment and referral program that connects federal and private-sector employers nationwide with highly motivated college students and recent graduates with disabilities who are eager to demonstrate their abilities in the workplace through summer or permanent jobs. See <https://www.wrp.gov/wrp> for more info.

Accomplishments

- EAERG membership retreat
- ASL Club Brown Bag
- RFI for Agency's sign language interpreter contract
- Recruiting and Retaining People with Disabilities presentation
- Annual meeting with the Center Director
- Suicide Awareness presentation from Employee Assistance Program (EAP)
- Disability Inclusion in the Federal Workplace workshop

Ongoing Work

- Raise awareness and educate employees and supervisors about support services (leave programs, assistive technology, etc.)
- Improved accessibility
- Advocate
- Collaborating with OCOMM to improve standard operating procedures across the Center
- Increase connection with the Deaf/Hard of Hearing community
- Increase connection with the Blind/Low Vision community
- DEIA implementation team for accessibility and accommodations

Still Ahead

- Outreach education with Directorates/Divisions about accessible communications.

Ten Commandments For Communicating With People With Disabilities

I. Speak directly to the person rather than through a companion or sign language interpreter who may be present.

II. Offer to shake hands when introduced. People with limited hand use or an artificial limb can usually shake hands and offering the left hand is an acceptable greeting.

III. Always identify yourself and others who may be with you when meeting someone with a visual disability. When conversing in a group, remember to identify the person to whom you are speaking. When dining with a friend who has a visual disability, ask if you can describe what is on his or her plate.

IV. If you offer assistance, wait until the offer is accepted. Then listen or ask for instructions.

V. Treat adults as adults. Address people with disabilities by their first names only when extending that same familiarity to all others. Never patronize people in wheelchairs by patting them on the head or shoulder.

VI. Do not lean against or put a hand on someone's wheelchair. Bear in mind that people with disabilities treat their chairs as extensions of their bodies. And so do people with guide dogs and help dogs. Never distract a work animal from their job without the owner's permission.

VII. Listen attentively when talking with people who have difficulty speaking and wait for them to finish. If necessary, ask short questions that require short answers, or a nod of the head. Never pretend to understand; instead repeat what you have understood and allow the person to respond.

VIII. Place yourself at eye level when speaking with someone in a wheelchair or on crutches.

IX. Tap a person who has a hearing disability on the shoulder or wave your hand to get his or her attention. Look directly at the person and speak clearly, slowly, and expressively to establish if the person can read your lips. If so, try to face the light source and keep hands, objects and food away from your mouth when speaking. If a person is wearing a hearing aid, don't assume that they have the ability to discriminate your speaking voice. Never shout to a person. Just speak in a normal tone of voice.

X. Relax! Don't be embarrassed if you happen to use common expressions such as "See you later" or "Did you hear about this?" that seems to relate to a person's disability.