

5-STEP EMPLOYEE GUIDE:

How to be a workplace ally to a colleague with Down's syndrome

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1

Educate: Learn more about the condition

By understanding the genetic condition you'll be in a better position to support your colleague. Ask your employer or HR department to provide learning materials or training.

“The team are really supportive, kind, helpful and positive. It makes me feel like they really helped me out a lot.”

Luke, Wiltshire Police Headquarters



2

Include: Make your colleague feel welcome

Be their support system and offer to mentor them in tasks to ensure they have all the help they need. Making your colleague feel included will create a positive atmosphere.

“When Cedric, the Pastry Chef, made me a birthday cake, I felt so happy and a valued member of the team.”

Alex, Hilton Bournemouth



3

Speak up: Empower your colleague

Make it your business to ensure that there's zero tolerance to discrimination. If you see any mistreatment of your colleague, report the incident immediately, and speak up for them.

4

Explain: The unwritten rules

It's the little things that matter, for example which mug to use and where to make a cup of tea. Act as a mentor and help your new colleague settle in.

“By working with Sarah, we have learnt a lot and as a result have adapted our working environment to provide her with the support she needs.”

The staff, Thistle Hotel



5

Don't underestimate: Respect your colleague

In 2015, Ben Small faced rejection from companies, who underestimated his potential. However, after his plight went viral, Ben was inundated with job offers, and got his dream job in catering.

“Before I was only offered unpaid work. But I've always wanted a job where I can get paid for my work, to help me understand money & budgeting.”

Ben, Newlands Hey School



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