

Workplace Resource

This Booklet Belongs To:

Name: _____



How To Use This Booklet

Welcome!

This booklet was created to support people living with Fetal Alcohol Spectrum Disorder (FASD).

This booklet can help you:

- Think about your strengths at work.
- Identify supports that help you succeed.
- Find words to describe your experiences and needs.
- Decide if you want share your diagnosis with your employer.
- Share pages from this booklet with your employer. Pages you can share say *"This page is for your employer"* in the top left corner.

Who Can Help You Complete This Booklet?

If you feel it would be helpful, you can ask a support person to assist you as you work through this booklet. A **support person** could be a family member, friend, co-worker, or someone who understands FASD and your needs.

A Support Person Can:

- Help you complete or understand different sections of this booklet.
- Help you share your needs and experiences with your employer or co-workers.

It's important to choose a support person who respects your privacy, listens to your needs, and helps in a way that feels comfortable to you.

Employer Responsibilities & Employee Rights



In Canada, all employees have the right to work in a safe and respectful environment. Employers also have responsibilities to help their team members succeed at work.

Employer Responsibilities

Employers must:

- Treat employees fairly, without discrimination.
- Make reasonable accommodations for employees with disabilities, including FASD.
- Provide clear instructions and safe work conditions.
- Respect privacy when employees share information about their disability.

Employee Rights

As an employee, you have the right to:

- Be treated fairly and equally as a person with a disability.
- Ask for supports or accommodations that help you do your job.
- Share information about your needs if you choose to.
- Work in a safe and respectful environment.

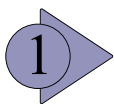
Working Together

- Employees and employers can talk openly about what helps the person succeed.
- Both parties benefit from understanding strengths, challenges, and strategies for success at work.
- You can ask for support from a job coach or a support person when needed.

Think About Your Work Needs

Everyone has different strengths and needs at work.

You may want to think about:



What are your strengths at work?

Example: I creatively problem solve, or I am the most productive when uninterrupted.



What helps you do your job well?

Example: Regular check-ins with a supervisor, a quiet, organized space.



Are there accommodations that could help?

Example: A flexible schedule, step-by-step instructions.



What information do you want to share?

Example: Your strengths, what supports may help you succeed.



What would you like help with?

Example: Talking with your employer, solving a problem at work.

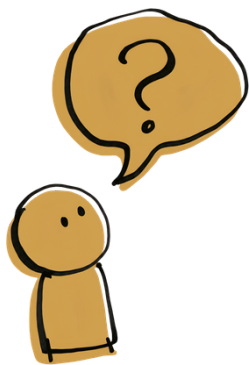
On the next two pages, you can write down your thoughts or questions.

Note Section for Me

A series of 15 horizontal lines for writing notes. The lines are evenly spaced and span the width of the page, providing a dedicated area for the user to take notes.

Note Section for Me

A series of 15 horizontal lines, evenly spaced, intended for writing notes. The lines are black and have a slightly textured, hand-drawn appearance.



Choosing to Share Your Diagnosis

Whether you choose to share your FASD diagnosis with an employer is entirely your decision.

Some people may choose to share their diagnosis because it helps them talk about the supports they need to be successful at work. Others may choose not to share their diagnosis because they prefer to keep their personal health information private. Both choices are valid!

If you decide to share your diagnosis, you can choose:

- **Who** you share it with
- **When** you share it
- **How much** information you would like to share

If you decide to share your diagnosis, the next few pages are designed to help you start that conversation.



Getting Help With Workplace Forms

Work can involve filling out different forms and paperwork. Getting help to complete them can make the process easier.

People who can help you complete forms:

- Your employer
- Human Resources (HR)
- Your support person
- A family member or other trusted person
- An employment support worker

I think I need help with:

- ☐ Job applications
- ☐ Time sheets
- ☐ Pay stubs
- ☐ Tax forms
- ☐ Benefits forms
- ☐ Other forms: _____

Who do I feel comfortable asking for help?

- ☐ My employer
- ☐ Human Resources
- ☐ My support person
- ☐ Someone else I trust
- ☐ Other: _____

How I Work Best

Each person with FASD has unique strengths and support needs.

Below I have checked-off the ways I work best.

My Strengths Include:

- ☐ I am focused.
- ☐ I like helping others.
- ☐ I pay attention to detail.
- ☐ I like hands-on work.
- ☐ I follow routines well.
- ☐ I am honest.
- ☐ I am creative.
- ☐ I work well in teams.
- ☐ _____
- ☐ _____
- ☐ _____

Things That Help Me Succeed:

- ☐ Clear daily routines.
- ☐ A quiet workspace.
- ☐ Regular check-ins.
- ☐ Written instructions.
- ☐ Repeated instructions.
- ☐ Visual examples.
- ☐ Soft or dim lighting.
- ☐ Breaks from loud noises.
- ☐ _____
- ☐ _____
- ☐ _____

What I Want My Employer to Know About my *Strengths*

Use the mini word bank below to help you explore how you work best in the workplace. Sharing this page with your employer is entirely your decision.

I do my best work when...

Mini Word Bank

- | | | |
|--------------|---------------|---------------------|
| • Focused | • Patient | • Good with numbers |
| • Creative | • Motivated | • Problem-solver |
| • Determined | • Independent | • Strong memory |
| • Organized | • Curious | • Detail-oriented |

What I Want My Employer to Know About my *Supports*

Use the word bank on the next page to explore the types
of supports that help you succeed in the workplace.
Sharing this page with your employer is entirely your
decision.

It helps me when I have...

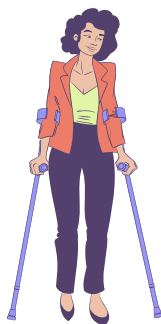
Word Bank

1 “I do my best work when...”

- I know what my first daily task is.
- I have time to prepare for changes.
- I can ask questions when I need help.
- I have clear deadlines.
- I can take short breaks to refocus.
- I have time to practice or try things out first.
- I know who to go to when I need support.
- I am able to stand or walk around at my work station.

2 “It helps me when I have...”

- Reminders for tasks and deadlines.
- A person I can talk to when I feel stuck.
- A routine I can follow each day.
- Feedback about how I can improve and/or what I am doing well.
- Instructions explained slowly and clearly.
- Noise cancelling headphones.
- An understanding that I may get sick more often.



What is FASD?

Fetal Alcohol Spectrum Disorder (FASD) is a diagnostic term that describes the lifelong, brain-based disability experienced by an individual who was exposed to alcohol prenatally.

Everyone with FASD is unique. The disability can affect different parts of how we think and learn.

FASD can impact:

- Memory
- Communication
- Motor Skills
- Attention
- Emotional Regulation
- Adaptive Skills
- Planning and Organizing

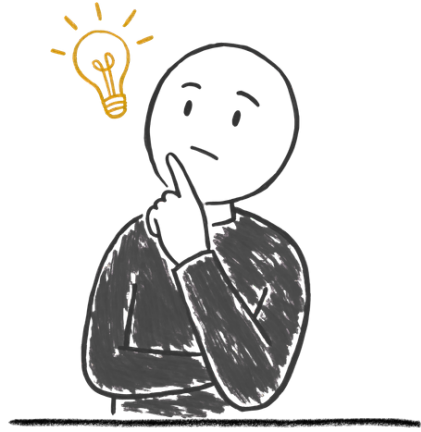
People with FASD have many strengths. They can contribute by building on their strengths and utilizing supports that help them succeed and bring their own lived experiences to the workplace.



For more information visit CanFASD's **Guide for Employment Professionals**

Want to Learn More About FASD?

Visit: canfasd.ca



Are you an employer who wants to learn more about advocacy and workplace inclusivity? Explore CanFASD's free online advocacy course by searching:

***Online Learner: Empowering Advocacy Skills
for Families, Caregivers, and Individuals with
FASD***