

Rhoi Ystyriaeth i Anabledd yn y Gweithle



Bydd rhoi ystyriaeth i anabledd yn eich helpu chi a'ch gweithwyr i deimlo'n fwy cyfforddus yn trafod a rheoli pobl anabl yn y gweithle. Dyma rai canllawiau sylfaenol:

- Ceisiwch beidio â bod yn orbryderus ynglŷn â dweud neu wneud y peth iawn; mae ewyllys da, meddwl agored a pharodrwydd i ddysgu yr un mor bwysig â chael pethau'n iawn y tro cyntaf.
- Os oes gennych unrhyw amheuaeth ynghylch a allwch roi cymorth neu ba help fyddai'n ddefnyddiol, gofynnwch i'r person anabl - dylent allu dweud wrthyh beth gallwch chi ei wneud, os yw'n briodol neu'n angenrheidiol.
- Mae pob person anabl yn unigolyn – peidiwch â chymryd yn ganiataol fod gan bawb sydd â'r un amhariad yr un gofynion. Gofynnwch bob amser.
- Nid yw cael gwybod am ofynion person anabl yr un peth â gofyn am ei amhariad. Peidiwch â gofyn cwestiynau busneslyd - yn hytrach, ceisiwch nodi beth gellir ei wneud i oresgyn unrhyw rwystrau.
- Anelwch at gael gwybodaeth am ofynion ymlaen llaw fel bod proses gyfathrebu effeithiol yn bosib o ddechrau'r rhyngweithio.
- Peidiwch â phwyso ar gadair olwyn na'i symud (gyda neu heb berson ynddi) heb ganiatâd y defnyddiwr. Gofynnwch os ydych chi'n meddwl bod angen help arnyn nhw ac arhoswch i gael gwybod beth i'w wneud. Os ydych yn siarad â pherson mewn cadair olwyn am gyfnod o amser, eisteddwch fel eich bod ar yr un lefel llygad.
- Gofynnwch i berson dall a oes angen cymorth arnyn nhw. Os oes, dylech dywys yn hytrach nag arwain - caniatewch i'r person fynd â'ch braich, gwnewch le ar gyfer dau berson drwy fannau cul a dywedwch ble mae grisiau neu rwystrau eraill.
- I helpu person dall i eistedd yn ddiogel, rhowch eu llaw ar gefn cadair a dywedwch beth rydych chi wedi'i wneud. Pan fyddwch yn dymuno ysgwyd llaw, cynghorwch berson sydd ag amhariad ar eu golwg fel y gall ymestyn llaw.
- Mae'n bosib bod person sy'n defnyddio ffyn cerdded wedi'u rhoi mewn lle penodol i ddiwallu eu hanghenion, felly peidiwch â'u symud heb ganiatâd.
- Peidiwch â chymryd yn ganiataol bod rhywun nad yw'n gwneud cyswllt llygad, neu sy'n uniongyrchol iawn yn ei ffordd, yn anghwrtais. Gall y rhain fod yn nodweddion cyffredin i bobl sy'n niwrowahanol (e.e., awtistig).



Disability Etiquette in the Workplace



Applying disability etiquette will help you and your workers feel more comfortable discussing and managing disabled people in the workplace. Here are some basic guidelines:

- Try not to be over-anxious about saying or doing the right thing; goodwill, an open mind and a willingness to learn are as important as getting things right the first time.
- If in doubt about whether you can give assistance or what help would be useful, ask the disabled person – they should be able to tell you what you can do, if it is appropriate or necessary.
- Each disabled person is an individual – don't assume that everyone with the same impairment has the same requirements. Always ask.
- Finding out about a disabled person's requirements is not the same as asking about their impairment. Don't ask intrusive questions – seek instead to identify what can be done to overcome any barriers.
- Aim to get information about requirements in advance so that effective communication is possible from the start of the interaction.
- Do not lean on or move a wheelchair (with or without a person in it) without the user's permission. Ask if you think they need help and wait to be told what to do. If you are talking to a person in a wheelchair for any time, sit down so that you are at the same eye level.
- Ask a blind person if they require assistance. If they do, guide rather than lead - allow the person to take your arm, make allowances for two people through narrow places and say where steps or other obstacles occur. To help a blind person to sit down safely, put their hand on the back of a chair and say what you have done. When wishing to shake hands, advise a person with a visual impairment so they can extend a hand.
- A person who uses walking sticks may have put them in a particular place to meet their needs, so do not move them without permission.
- Do not assume that someone who does not make eye contact, or is very direct in their approach, is being rude. These can be common traits for people who are neurodivergent (e.g., autistic)

