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# DISABILITY INCLUSION ROADMAP AT NESTLÉ

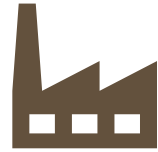




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## Global Guidance on Disability Inclusion



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Gu

Guideline  
Recommended

Business case  
Expectations for the markets  
Clear roles and responsibilities



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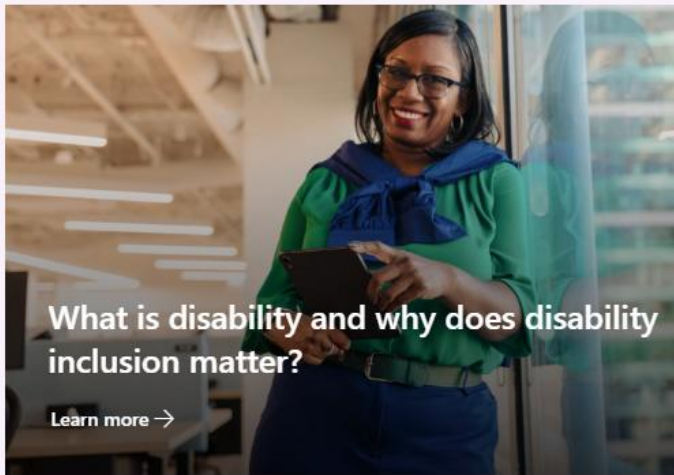
# GLOBAL GUIDANCE FOR THE INCLUSION OF PEOPLE WITH DISABILITIES RESOURCE TOOLKIT

## What is in this toolkit

This toolkit should be read alongside the [Global Guidance for the Inclusion of People with Disabilities](#).

It seeks to provide resources to Markets and business units to take action to advance their disability inclusion journey, including background information on disability, training materials, best practice, tips and guides, which can be adapted for local use.

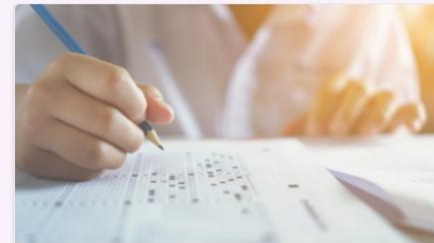
The resources within the Toolkit are designed to support Markets to create their action plan to address the gaps identified in their Market Maturity Profile. This action plan is required to be implemented by the end of 2025 at the latest.



## OUR CHAPTERS



Chapter 1: Creating a Culture of Inclusion



Chapter 2: Training and Education



Chapter 3: Accessibility and Accommodations



Chapter 4: Inclusive Acquisition, Retention and Development

## HOW TO HAVE A CONFIDENT CONVERSATION ABOUT DISABILITY



## Key resources

We have designed this course to support employees with disabilities, long-term conditions, mental health conditions and neurodivergence to build their inner confidence and personal resilience.

This course is split up into 14 bite size units below however if you would prefer to access the course as one video the Full Course Video is also available.

**Introduction**  
We believe that confidence is 'a strong expectation of a positive outcome'. It's a skill that can be developed by understanding the fundamentals and hurdles of building inner confidence.

What would happen if employees with disabilities and long term conditions expected great experiences at work?

**Building Inner Confidence**

**Moments that Matter: Neurodiversity and...**

**Moments that Matter: Becoming a carer**



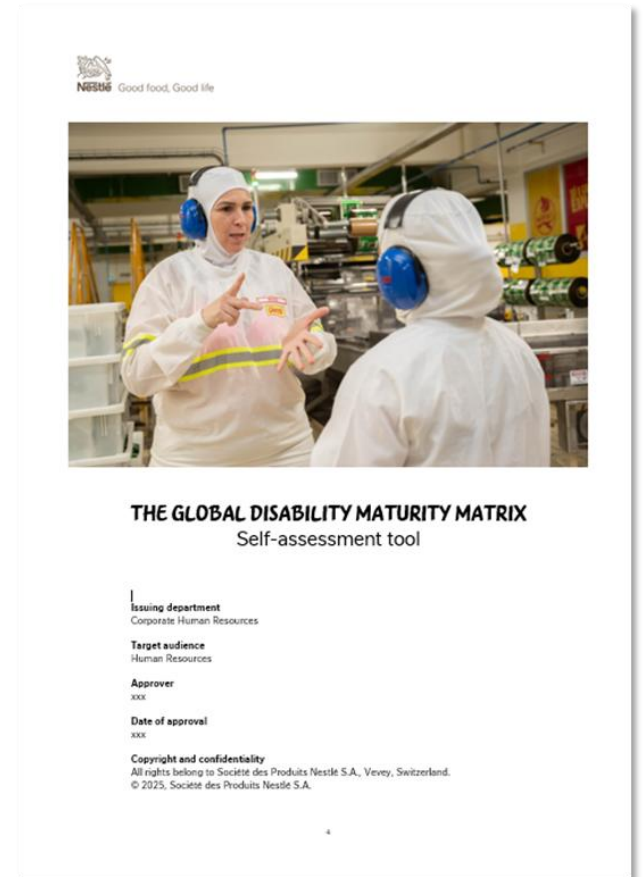
Chapter 5: Monitoring Progress

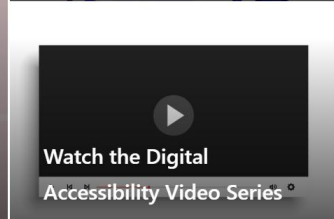
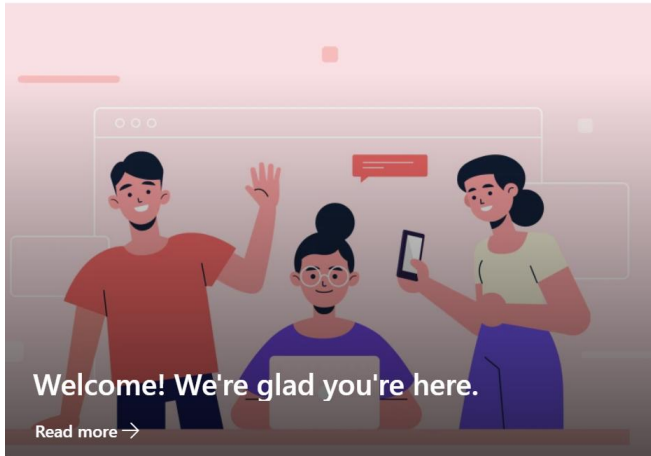




- Framework for managing requests for reasonable workplace adjustments
- Global self-service catalog template for markets to adapt

- A self-assessment tool
- Sets out the expected basic standards for a suite of disability metrics





### Digital Accessibility

A collaborative community aimed at raising awareness, promoting best practices for creating inclusive digital environments for all individuals.

## Online self-assessment accessibility tool

- undertaken within 2-3 hours with no prior expertise



**DIGITAL ACCESSIBILITY KIT**

YOUR GO-TO GUIDE TO BUILD A MORE INCLUSIVE DIGITAL WORKPLACE.

**HOLD INCLUSIVE MEETINGS**

- Share files in advance so everyone has the time and tools they need to review and prepare.
- Record sessions to enable transcripts for colleagues with hearing impairments or those who couldn't attend.
- Use a clear, steady pace and avoid talking over others to ensure everyone can follow the conversation.
- Monitor the chat, so written contributions are heard and valued equally.
- Use the "Present in Teams" option when presenting a PowerPoint so participants can move through the slides at their own pace.
- Use Copilot + transcripts to revisit key points and ask questions directly in the chat or transcript view (available with Copilot Pro).

**CREATE AND SHARE ACCESSIBLE CONTENT**

- Run Microsoft Built-in Accessibility Checkers to ensure correct structure, reading order and element tagging.
- Use accessible formats by avoiding scanned PDFs or image-only files.
- Ensure your images include alt text/descriptions before sharing them. Use Copilot to easily generate accurate descriptions.
- Make sure your videos & audio always have captions or transcripts; uploading to SharePoint can generate subtitles automatically.
- Leverage Copilot AI to summarize, reformat or simplify content for improved accessibility.
- Use clear, descriptive file names so everyone can find and understand files more easily, especially for those using screen readers.

**MICROSOFT BUILT-IN ACCESSIBILITY FEATURES**

VISION: MANIPULATOR, HIGH CONTRAST, NAVIGATOR, ACCESSIBILITY CHECKER (TOP FEATURE)

HEARING: AUTO CAPTIONS, LIVE TRANSCRIPTION, NOISE SUPPRESSOR

MOBILITY: KEYBOARD NAVIGATION & SHORTCUTS, DICTATE, VOICE TYPING, ON-SCREEN KEYPAD

FOCUS: IMMERSIVE READER (B), TEXTUAL SUGGESTIONS, READER RESPONSES

**DIGITAL ACCESSIBILITY CHECKLIST**

Use this quick checklist to make sure your content is clear, accessible and easy for everyone to use. ...

- ☐ Content is structured and clear: it uses a logical heading hierarchy, simple language, consistent formatting, and the file is named meaningfully.
- ☐ Text is readable for everyone: it has clear wording, good color contrast (≥4.5:1) and a minimum font size of 12px.
- ☐ Images are accessible: meaningful images include alt text, and decorative visuals are marked accordingly.
- ☐ Media is inclusive: videos provide captions and audio content includes transcripts.
- ☐ Links are meaningful: every link clearly describes the destination or action.
- ☐ Data is easy to interpret: tables are simple with clear headers, and charts include supporting text or data labels.
- ☐ Offer alternative ways of conveying information so it doesn't rely on a single sense, such as descriptive labels/icons for color-coded meaning or on-screen text to reinforce audio cues.
- ☐ Microsoft built-in Accessibility Checker has been run: reading order is coherent, headings are applied, and any issues are fixed, so assistive technologies can read it.
- ☐ Interaction work for all users: buttons and fields are clearly labelled, controls are visible and large enough to activate comfortably, and all actions can be completed with keyboard-only navigation.
- ☐ Content is flexible and robust: the layout adapts well to different screens, zoom levels and devices without breaking structure or losing clarity.

★ Bonus tip: We are all unique! Check personal needs/ preferences (a different pace, visual descriptions, transcripts...). Join the Digital Accessibility Community on Viva Engage to keep accessibility part of your everyday work. Take the Digital Accessibility Pathway on Grow to level up your inclusive skills.

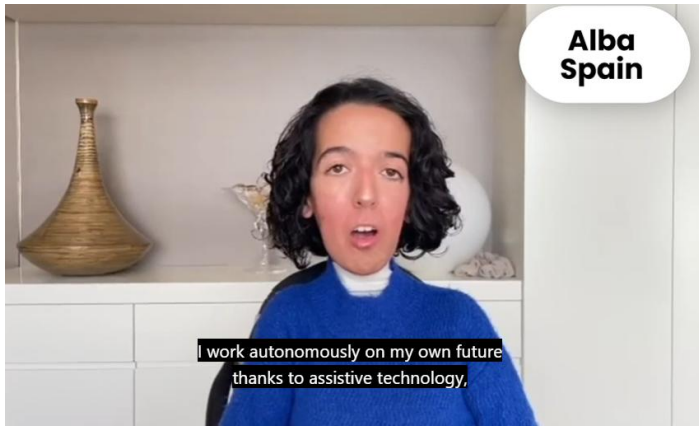


NestABILITY



How does your disability, caring responsibilities or neurodivergence affect you at work?

their answer.





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