Email Signature Additions

Email signatures are one of the easiest, lowest-friction ways to normalise inclusion across a whole company. They appear on every email, so they act as tiny, constant reminders of your company's inclusive culture. Feel free to use any of these in your email signature. Where text is inside square brackets [like this], please update it to be relevant to you.

Working hours

These allow for clarity about the hours in which an employee works. Some people do flexible working, or may be in a different time zone, and therefore may not reply during a 9am to 5pm workday.

- My working hours may not be the same as yours. Please reply when convenient for you
- I work flexibly and sometimes send emails at odd hours. Please do not feel obliged to read or reply to this outside of your own working hours

Assistive Tech & Typing

These allow people to stop masking their spelling or motor-control difficulties.

- I use text-to-speech software; please excuse any unusual formatting
- I use assistive software to draft emails. Please forgive any unusual formatting or typos
- I use dictation software to write my emails. Sometimes it gets a little creative with my words. Please ask for clarification if a sentence doesn't make sense
- Sent from a mobile device. Please excuse any brevity or autocorrect errors

Communication requests

These are incredibly helpful for Autistic individuals or those who prefer to skip "small talk" but worry about coming across as rude.

- I value clear and direct communication. Please feel free to be explicit with your feedback, requests, and deadlines

- To maintain focus, I process emails in batches at [10am] and [4pm]. If your request is time-critical, please message me on [Teams / Slack]
- My communication style is direct and focused on the facts. Please read this as a desire for clarity and efficiency, rather than a lack of warmth
- I tend to interpret things literally. If a task has a specific deadline or requirement, please state it directly rather than implying it
- I aim to use clear, plain English to be as accessible as possible. If any of my instructions or requests are ambiguous, please let me know so I can clarify

Processing Time

These are great for individuals with ADHD, anxiety, or anyone who struggles with the pressure of instant replies.

- I like to read emails thoroughly and may take time to process the information before replying. If your request is time-critical, please message me directly on [Teams/Slack]
- I check my inbox twice a day to protect time for deep, focused work. If you need a faster response, please message me directly on [Teams/Slack]
- If this email requires no action from you, please feel free not to reply. I don't track email acknowledgements, and it's better for the environment

Audio vs. Text

People process information differently. Some need written records, while others find typing exhausting or difficult.

- I process information best in writing. If you have a complex request, please summarise the key points in an email rather than requesting a spontaneous call
- I often find speaking easier and faster than typing long emails. If it is easier for you too, I am always happy to discuss things over a quick voice or video call