

# **Basic Etiquette for Election Personnel**



#### For all Persons with Disabilities :

- Provide end to end accessibility
- Assist in adjustment or positioning of Ballot Unit if needed
- During polling, allow extra time for people with support-needs
- Explain procedure clearly to first-time voters
- In case of confusion, request them to write or repeat themselves for clarity
- Understand needs of persons with 'invisible disability' as well



#### For blind/low vision voters:

- Introduce yourself before making physical contact
- Guide the voter by speaking
- Give all directions/instructions verbally
- Get acquainted with Braille strip on Ballot Unit and Braille ballot sheet to give precise instructions
- Guide voter's fingers to the appropriate place for signing during verification
- Inform about the option of volunteer assistance, if desired

## For deaf/hard of hearing voters:

- Maintain eye contact, speak directly to deaf person & not the interpreter
- Get the person's attention before speaking
- Speak slowly, use body language, sign language, gestures and facial expressions to communicate
- Explain in writing, if required

### For voters with locomotor disability:

- Ensure easy access to and for movement in polling booth
- Adjust Ballot Unit keeping in mind the height of wheelchair
- Provide volunteer assistance to voter, if required
- Do not lean on the wheelchair
- Wheelchair is personal space, don't intrude or keep personal belongings on it



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Facilitation at Polling Station



Voters with the **Most Valued Voter** Badge should be given preference in the voting queue

