

# Disability Confident – EMPLOYER



LEVEL 2

Hiring **good people**  
is good business

Be Disability Confident



# Disability Confident – EMPLOYER

## Contents

[Ministerial foreword](#)

[Introduction](#) ..... 1

[Getting started](#) ..... 2

[Level 2 explained](#) ..... 3

[Theme 1 – Getting the right people for your business – core actions](#) ..... 5

[Theme 1 – Getting the right people for your business – activity](#) ..... 11

[Theme 2 – Keeping and developing your people – core actions](#) ..... 17

[Theme 2 – Keeping and developing your people – activity](#) ..... 22

[What happens next?](#) ..... 25

[Employer Evidence Template](#) ..... 29

This guidance explains how to become a **Disability Confident Employer** at level 2 of the Disability Confident scheme.

March 2018

# Disability Confident – EMPLOYER

## Ministerial foreword

Congratulations on taking this step on your Disability Confident journey.

I have a vision for a society in which disabled people and those with health conditions are able to work in good jobs and achieve their full potential. Whether you are in the private, public or third sector, your organisation will want to be able to draw from the widest pool of talented people when recruiting. Disabled people will be able to bring skills, commitment and energy to help your organisation to flourish.

Recognising that 83% of people will acquire a disability while already in work, you will also want to know how best to keep the disabled people who are already with you.

The Disability Confident scheme can help give your organisation the skills and confidence you need to recruit, retain and develop disabled people. Disability Confident can also help develop the skills and insight to better tap into the estimated £249 billion of spending power that disabled people and their families can wield.

Being Disability Confident will produce benefit for your business or organisation, for its shareholders or the communities it serves, and for disabled people themselves.

I am proud of Disability Confident, I think it is making a real impact, and the many thousands of employers who have already signed up are thinking differently and obviously believe so too. I am pleased that you are joining us on this journey and I wish you the very best of success.



Sarah Newtown MP

**Minister for Disabled People, Health and Work**

# Disability Confident – EMPLOYER

## Introduction

The **Disability Confident scheme** supports **employers** like you to make the most of the talents disabled people can bring to your workplace. The scheme aims to help you successfully recruit and retain disabled people and those with health conditions. Being Disability Confident is a unique opportunity to lead the way in your community, and you might just discover someone your business cannot do without.

It was developed by employers' and disabled people's representatives to make it rigorous but easily accessible – particularly for smaller businesses.

The scheme is voluntary and access to the guidance, self-assessments and resources is completely free.

The 3 levels are designed to support you on your Disability Confident journey. The 3 levels are:

- Disability Confident Committed employer (Level 1)
- Disability Confident Employer (Level 2)
- Disability Confident leader (Level 3)

**You must complete each level before moving on to the next.**

If you have not already signed-up as a Disability Confident Committed employer you will find further information and guidance in the [DC Committed \(level 1\) pack](#) on our website

# Disability Confident – EMPLOYER

## Getting started

As you progress on your Disability Confident journey you may have questions. To help you, we have provided links to further information, advice and guidance. We have also added case studies and videos to bring the Disability Confident journey to life. These materials are indicated through the icons shown below.



**Information**



**Case study**



**Guidance**



**Video**

We will continually add to and update the resources behind them. We are always interested in material employers have found helpful in their own Disability Confident journey. If you have any useful links please email them to the [Disability Confident team](#).

## Becoming a Disability Confident Employer

You will have already signed up as a Disability Confident Committed employer and the next part of your journey continues with:

- reading the guidance in this Employer pack
- completing your self-assessment
- confirming that you have done so and inform us of the actions you are agreeing to undertake on our website

You will find further information and guidance on what to do in the '[What happens next](#)' section on page 25.

# Disability Confident – EMPLOYER

## Level 2 explained

You start the next stage on your Disability Confident journey from being Disability Confident Committed to being a Disability Confident Employer by undertaking your own self-assessment testing your business against a set of statements. There is a template at **Annex A** for you to record your evidence against each statement.

This self-assessment is designed to enable you to focus on what your business is doing and what additional steps you may need to take. It is about actions, not words.

In addition to the guidance and information, a list of organisations, groups and providers offering help and support is available on [the DC website](#).

The self-assessment is grouped into two themes.

### Theme 1 – Getting the right people for your business

- core actions
- activity

### Theme 2 – Keeping and developing your people

- core actions
- activity

For each of the two themes you'll need to agree to take all of the actions set out in the core actions list and at least one from the activity list. This should not be treated as a tick box exercise, the bullet points in each item should be seen as prompts to the type of real actions you should be undertaking, commensurate to the size of your business.

# Disability Confident – EMPLOYER

## Must

Throughout this pack the word '**Must**' indicates that it is a legal requirement. For example an employer '**Must**' make reasonable adjustments for a disabled employee who has indicated that he/she wants them.

## Should

The word '**Should**' indicates that we see the actions as the good practice you should be following to be a Disability Confident Employer.

## How

The 'How' are examples of what you **could** be doing to be a Disability Confident Employer. These are not exhaustive. You may well have other examples of what you are doing and should record these on your evidence template. See Annex A.

***Use the [template in Annex A](#) to record your evidence, further actions or comments for consideration as you go through your self-assessment. This will also help you if you want to become a Disability Confident Leader and have your self-assessment validated.***

**You can also download a copy of this [template from the DC website](#).**

# Disability Confident – EMPLOYER

## Theme 1 – Getting the right people for your business – core actions

As a Disability Confident Employer your business should be:

### 1. Actively looking to attract and recruit disabled people

How

By:

- making a commitment to employ and retain disabled people and ensuring this is reflected in job adverts, at all levels
- connecting with local (and, if appropriate, national) [disabled people's organisations \(DPO's\)](#) to access networks of disabled people who want to work –as an example, see [Scope local DPO'S](#) and the [Leonard Cheshire Disability – Change100 for businesses case study](#)
- running, support or participate in local disability jobs fairs or targeted recruitment campaigns – contact your local Jobcentre Plus to see if there are any being organised near you
- developing links with Jobcentre Plus and accessing government resources (for example, [Work and Health Programme](#)) to advertise your jobs and attract disabled people to apply for opportunities
- working with and placing job adverts in the disability press or on disability websites, such as:
  - [Evenbreak](#) [Disability Jobsite](#) [RNIB](#) [Vercida](#)
  - your local disability rights organisation
  - provider websites

More information



[Recruitment and disabled people](#)



[Leonard Cheshire – Change100 for businesses case study](#)



# Disability Confident – EMPLOYER

## 2. Providing a fully inclusive and accessible recruitment process

### How

By:

- identifying and addressing any barriers that may prevent or deter disabled people from applying for jobs, including where you advertise, the words you use and how people can apply
- making sure online or offline processes are fully accessible – for example, providing a named contact, telephone number and email for applicants to request support or ask questions
- getting your recruitment process tested by disabled people, and if there is a barrier either removing it or providing an alternative way to apply
- providing a short but accurate job description that clearly sets out what the jobholder will be required to achieve, accepting there are different ways to achieve the same objective
- making sure all documentation is available in different formats, if required (written and online)
- accepting job applications in a variety of formats
- making sure people involved in the recruitment process are conversant with Disability Confident and know how to support disabled applicants.

### More information



[Recruitment and disabled people](#)



[Business Disability Forum](#)



[Finding inclusive employers](#)



[Accessible communication formats](#)



[Recruiting disabled talent](#)



[Guidance on finding talent – top tips](#)

# Disability Confident – EMPLOYER

## 3. Offering an interview to disabled people who meet the minimum criteria for the job

The aim of this commitment is to encourage **positive action**, encouraging disabled people to apply for jobs and provide an opportunity to demonstrate their skills, talent and abilities at the interview stage. An employer can take steps to help or encourage certain groups of people with different needs, or who are disadvantaged in some way, to access work or training. [Positive Action](#) is lawful under the Equality Act.

### How

By offering an interview to an applicant who declares they have a disability this does not mean that all disabled people are entitled to an interview. They must meet the minimum criteria (for example sometimes shown as desirable skills) for a job as defined by the employer.

**It is important to note** that there may be occasions where it is not practicable or appropriate to interview all disabled people who meet the minimum criteria for the job.

**For example:** in certain recruitment situations such as high-volume, seasonal and high-peak times, the employer may wish to limit the overall numbers of interviews offered to both disabled people and non-disabled people.

In these circumstances the employer, could select the candidates who **best** meet the minimum criteria for the job rather than **all** of those that meet the minimum criteria, as they would do for non-disabled applicants.



[Employing disabled people and people with health conditions](#)



[Positive Action - What do I need to know](#)



[Disability Rights UK - Permitted work Guide](#)



[Disability Rights UK - Employment skills guide](#)

# Disability Confident – EMPLOYER

## 4. Being flexible when assessing people so disabled job applicants have the best opportunity to demonstrate that they can do the job

### How

#### By:

- planning for, and making reasonable adjustments to, the assessment and interview process – for example, small things such as allowing candidates to complete a written test using a computer can make a big difference
- offering extended or working interviews to enable disabled people to demonstrate their potential
- making sure people involved in the interviewing process understand the Disability Confident commitment and know how to offer and make reasonable adjustments – for example, a later interview time that takes account of the longer journey time a disabled person may need.

### More information



[Considering other selection methods](#)



[Individuals with hidden impairments](#)

# Disability Confident – EMPLOYER

## 5. Must proactively offer and make reasonable adjustments as required

Employers have a duty under the [Equality Act 2010 to make 'reasonable adjustments'](#) in the workplace where a disabled person would otherwise be put at a substantial disadvantage compared with their colleagues.

Whether or not an adjustment has to be made depends on how 'reasonable' it is - and that's something that will hinge on the individual circumstances of each case, and the resources of the employer.

### How

For example, an adjustment that's within the scope of what a multinational could afford, but well beyond the resources of a small business, might be considered reasonable for one, but unreasonable for the other.

But many adjustments are straightforward and easy to carry out - particularly if there's been a little lateral thinking about how an accommodation can be reached.

Making reasonable adjustments (such as changes to working patterns, adaptations to premises or equipment and provision of support packages) will ensure disabled workers are not disadvantaged when applying for and doing their jobs. This includes contract workers, trainees, apprentices and business partners.

Often these adjustments will cost nothing or very little. The Access to Work scheme may be able to provide advice and assistance if there are extra costs involved.

A straightforward, but sometimes overlooked adjustment is to reallocate tasks that a disabled person may find difficult, such as phone-answering for people with hearing loss.

### More information



[Reasonable adjustments for disabled workers](#)



[Reasonable adjustments are often straightforward \(Acas guide\)](#)



[Access to Work guide for employers](#)

# Disability Confident – EMPLOYER

## 6. Encouraging your suppliers and partner firms to be Disability Confident

### How

By encouraging your partners, suppliers and providers to demonstrate their commitment to being Disability Confident by signing-up to the scheme. You may wish to consider setting clear performance indicators in contracts or frameworks for your supply chain and partners.

## 7. Ensuring employees have appropriate disability equality awareness

### How

By ensuring all employees have sufficient disability equality awareness, taking into account their role. Disability equality training explores the concept of people being disabled by society's barriers and attitudes, highlighting the role society in the removal of those barriers and in the changing of attitudes. The training may include customer care, etiquette and appropriate language for instance.

For example, staff carrying out recruitment will need to be fully aware of the steps to make a recruitment process fully accessible. Managers and supervisors will need to understand how to support their disabled staff. Other employees will need a general understanding of how attitudes, behaviours and environment can affect disabled people.



[A practical guide for practitioners working with disabled people and those with long term health conditions](#)

# Disability Confident – EMPLOYER

## Theme 1 – Getting the right people for your business – activity

Your business must also commit to at least one activity from the list below to be a Disability Confident Employer.

Enter your evidence for each activity you have chosen on your evidence template at Annex A.

### As a Disability Confident Employer my business is:

#### 1. Providing work experience

Work experience is usually for a fixed period of time that a person spends with the business, when they can learn about working life and the working environment.

Some work experience positions offer people the chance to try particular tasks. Others can provide an opportunity to watch and learn.

Work experience also provides an opportunity for disabled people to demonstrate their abilities and helps build the resilience and behaviours they will need to succeed. Watch the Mencap and Inclusive Employers video to see the experience of young people during Learning Disabilities Work Experience Week.

#### More information



[Employer guides to work experience](#)



[Minimum wage: work experience and internships](#)



[Not just making tea: a guide to work experience](#)

# Disability Confident – EMPLOYER

## 2. Providing work trials

This is a way of trying out a potential employee before offering them a job. It can be informal or by agreement with Jobcentre Plus.

If this is agreed with Jobcentre Plus, an employer can offer a work trial if the potential job is for 16 hours or more a week and lasts for at least 13 weeks. The work trial can last for up to 30 days.

### More information



[Work trials](#)

## 3. Providing paid employment (permanent or fixed term) –

As well as providing employment opportunities, a Disability Confident Employer will encourage disabled people to apply for their vacancies and support them when they do. Jobcentre Plus has a range of recruitment services that can help an employer seeking to recruit staff. An employer can get:

- [recruitment advice](#), including specialist support for businesses
- help setting up [work trials](#) to give an opportunity to see potential recruits in action in the work environment
- help through [Work and Health Programme](#) (for employing a disabled person who needs specialist support), [other employment schemes](#) including Work Clubs, and help with work experience.

### More information



[Work trials](#)



[Recruitment and disabled people](#)



[Sector-based work academies: employer guide](#)

# Disability Confident – EMPLOYER

## 4. Providing apprenticeships

These are for new or current employees. They combine working with studying for a work-based qualification. As well as providing apprenticeship opportunities, a Disability Confident Employer will encourage disabled people to apply for their vacancies and support them when they do.

Employers based in England may be able to get a grant or funding to employ an apprentice. Apprentices must be paid at least the minimum apprenticeship wage.

The apprentice must:

- work with experienced staff
- learn job-specific skills
- study for a work-based qualification during their working week, such as at a college or training organisation.

### More information



[Take on an apprentice](#)



[Apprenticeships](#)

## 5. Providing a traineeship

Traineeships are designed to help young people who want to get an apprenticeship or job but don't yet have appropriate skills or experience.

### More information



[Traineeships](#)



[Traineeships: employers](#)



[Traineeships fact sheet for employers](#)



# Disability Confident – EMPLOYER

## 6. Providing paid internships or supported internships (or both)

A paid internship is a period of paid work experience between 1 and 4 months, aimed at college or university students and usually taking place during the summer. Typically, the intern will work full time for a certain employer, where they will gain experience and basic knowledge about a particular business discipline. This valuable experience can be built upon during a placement year as well as in graduate employment. A supported internship is aimed at disabled people still in education who are seeking work experience and knowledge about a business discipline but whose disability is such that they need special support, often including a support worker or work coach to help them in the workplace. Supported internships do require time and commitment to set up, so might be most appropriate for a larger employer who could offer several of them at once or in succession, sharing support costs and setting up time.

### More information



[Supported internships: guidance](#)



[Advertise an internship](#)



[Leonard Cheshire – Change100](#)

## 7. Advertising vacancies and other opportunities through organisations and media aimed particularly at disabled people

This can help ensure the opportunities are seen by disabled people. Appropriate organisations include:

- [Diversity Jobs - Vercida](#)
- [Evenbreak](#)
- [RNIB](#)
- your local disability rights organisation
- provider websites

# Disability Confident – EMPLOYER

## 8. Engaging with Jobcentre Plus, Work and Health Programme providers or local disabled people’s user led organisations (DPULOs) to access support when required (or both)

This includes:

- identifying and connecting with national local disabled people’s networks and organisations (or both)
- identifying and connecting with Work and Health Programme
- identifying and connecting with job clubs
- building links to specialist schools and colleges
- identifying pre trained and supported talent, for example through supported apprenticeships and internships
- working with advocates.

Disabled people’s user led organisations (DPULOs) are run by and for disabled people. DPULOs have an important role in:

- providing peer support in areas such as social care, financial services, employment and volunteering
- changing perceptions
- enabling disabled people to have a stronger voice in the local community

They provide advice on a wide range of topics to all disabled people, whatever their impairment. The government recognises the importance of DPULOs and encourages disabled people to use their local organisations.

### More information



[What is a DPULO?](#)



[Scope local DPO'S](#)



[Help for recruiters](#)

# Disability Confident – EMPLOYER

## 9. Providing an environment that is inclusive and accessible for staff, clients and customers

Access is not only about meeting the needs of people with physical impairments. It is also about meeting the access needs of people with, for example, sensory impairments or learning disabilities. An inclusive environment works better for everybody.

Accommodating the needs of those customers, clients and service users who might be disabled can help you make sure that your business is accessible to everyone. It will also send a message to the world that disabled people are welcome in your business. In turn, this helps to attract applications from disabled people for vacancies or other opportunities you are offering.

### More information



[Accessible premises info graphic](#)



[Inclusive environments](#)



[Centre for Accessible Environments](#)

## 10. Offering other innovative and effective approaches to encourage disabled people to apply for opportunities and supporting them when they do

Your business may have developed other innovative and effective approaches beyond what we have set out here. If so we would like to hear what you are doing. If appropriate, we could include details and case studies in future versions of this scheme, to help other employers.

Please email us at [Disability Confident team](#).

# Disability Confident – EMPLOYER

## Theme 2 – Keeping and developing your people – core actions

### Must

Throughout this pack the word '**Must**' indicates that it is a legal requirement, for example an employer '**Must**' make reasonable adjustments for an employee who it knows is disabled and wants them.

### Should

The word '**Should**' indicates that we see the actions to be good practice and what you should be doing to be a Disability Confident Employer.

### How

The 'How' are examples of what you could be doing to be a Disability Confident Employer. These are not meant as a tick list. You may well have other examples of what you are doing and should record these on your evidence template. See Annex A.

# Disability Confident – EMPLOYER

**As a Disability Confident Employer, your business should be:**

## **1. Promoting a culture of being Disability Confident**

How by:

- building a culture in your business where your employees feel safe to disclose any disability or long-term health condition, feeling confident they will be supported as necessary.
- creating positive messages in company literature, statements and plans, and challenging any negative images or prejudicial statements.
- regularly consulting with staff about their perceptions of issues, barriers or concerns, and reporting back on action taken to address these.

### **More information**



[The Disability Confident Scheme.](#)



[Diversity and Inclusion at Fujitsu, Disability Confident](#)



[How your business can benefit from being disability confident](#)

# Disability Confident – EMPLOYER

## 2. Supporting employees to manage their disabilities or health conditions

How

By:

- encouraging employees to be open and to discuss access and support needs
- making sure that employees know that, should they acquire a disability or should an existing disability or health condition worsen, every effort will be made to enable them to continue in their current job or an alternative one
- providing support for existing employees who become disabled or experience health problems, for example, through occupational health sessions, offering flexible working patterns, offering home working
- providing reasonable adjustments as necessary to support staff. This includes supporting applications to Access to Work for advice and financial support.

### More information



[Acas Helpline Top tips for those new to HR](#)



[Musculoskeletal health in the work place tool kit](#)



[Mental Health Toolkit for employers](#)

# Disability Confident – EMPLOYER

## 3. Ensuring there are no barriers to the development and progression of disabled staff

How By:

- encouraging disabled staff to be ambitious and seek progression in the workplace, including increasing hours, taking on additional responsibilities and seeking promotion
- ensuring disabled staff are fully included in team meetings and informal communications
- monitoring, whether formally or informally, progression rates for disabled staff and ensuring they are in line with general progression rates
- regularly discussing training and development needs with all staff, including disabled staff and offering appropriate training support as necessary such as courses in alternative formats, special coaching if necessary, accessible training venues
- ensuring there are no unforeseen barriers to progression, such as changes to location or travel arrangements that a disabled member of staff could not do.

The linked guide explores three areas of equality good practice to help with this action:

- equality policies
- equality training
- monitoring

### More information



[Equality policies](#)



[An Inclusive Approach to Developing Disabled Talent](#)



[EY](#) talk about their approach to recruiting talented disabled people and how they support staff who acquired a disability during their career.



[IMG Productions](#) (IMG) is one of the world's leading television production companies. Their journey to becoming Disability Confident began when producer Simon Birri acquired a disability following a brain aneurysm.

# Disability Confident – EMPLOYER

## 4. Ensuring managers are aware of how they can support staff who are sick or absent from work

How By:

- having a clear process for managing absence and making sure all staff know about this process
- where appropriate, making a referral to the Fit for Work service
- ensuring that absent staff receive regular contact from their line manager to keep them in touch with work developments and so they know they are still valued
- ensuring when a staff member has recovered enough to return to work, making sure a support plan is in place. This might include temporary reductions in hours or changes to work patterns and any necessary reasonable adjustments. Where the employee is unable to continue in their current role, despite reasonable adjustments, you should explore suitable alternatives.



[Acas - Looking after your staff and your business](#)



[Fit for Work - Employer](#)

## 5. Valuing and listening to feedback from disabled staff

How By:

- ensuring there are opportunities for staff feedback, whether through formal staff surveys and forums or informally, and encouraging staff to participate in them
- encouraging the creation of disabled staff networks where appropriate and creating mechanisms for receiving feedback from them
- regularly reporting on issues raised and what action has been taken about them
- ensuring that line managers encourage staff to speak openly about their views, needs and ambitions in staff reviews, and act appropriately on the points raised.

## 6. Reviewing this Disability Confident Employer self-assessment regularly

A Disability Confident Employer will be looking to continually improve and to take account of changing advice and guidance. Regularly reviewing your self-assessment will help with this process.



# Disability Confident – EMPLOYER

## Theme 2 – Keeping and developing your people – activity

You need to take at least one of the activities below to become a Disability Confident Employer.

Enter your evidence for each activity you have chosen on your evidence template at Annex A.

### As a Disability Confident Employer my business is:

#### 1. Providing mentoring, coaching, buddying and or other support networks for staff

For example:

- mentoring is a partnership between mentor and mentee, with both working together as equals, in a relationship based upon mutual respect. A mentor is an experienced individual who is willing to share their knowledge with someone less experienced. They involve themselves in helping to guide the career of the mentee through a process of regular meetings and discussions
- coaching is more focused on a specific area of work and is sometimes used as a short term approach. The coach seeks to use their own everyday experience to improve the performance of others by giving tuition or instruction
- a buddy is generally a nominated colleague who can provide support, guidance and training and promote confidence when a member of staff moves to a new working environment
- providing access to support networks can be a good way of helping disabled staff or those with health conditions to develop their skills and build their confidence
- some companies also encourage staff to set up their own informal support networks, including virtual networks using email and messaging services.

# Disability Confident – EMPLOYER

## 2. Including disability awareness equality training in our induction process

Ensuring that new staff and people moving posts receive the appropriate level of disability equality training, ensuring that they can identify and support colleagues and team members with disabilities and support needs. This will be particularly important for staff taking on line management responsibilities.

## 3. Guiding staff to information and advice on mental health conditions

Guiding staff to information on mental health and well-being in the workplace can help them identify the symptoms and know how to support their team members and colleagues. Of the [national and local helplines and support groups](#), Access to Work provides a specific mental health support service.

### More information



[Employing disabled people and people with health conditions](#)

## 4. Providing occupational health services if required

An occupational health service can provide support for existing employees who develop an impairment/condition or experience health problems. This can be done internally, for example through occupational health sessions, or might be done through an external provider. Access to Work may be able to offer advice and contribute to the costs of this.

See guidance for employers on using Fit for Work to help their employees stay in or return to work.

### More information



[Access to Work](#)



[Fit for Work: guidance for employers](#)



[NHS Occupational Health Services](#)

# Disability Confident – EMPLOYER

## 5. Identifying and sharing good practices

Benefits of this activity are that:

- it shows leadership to share your best practice with your wider business community, and helps support others on their Disability Confident journey
- being a known exemplar of good practice can help attract disabled talent that you might otherwise have missed
- providing specific role models and case studies can help encourage other disabled staff in the organisation or amongst suppliers, networks or the wider community to be more confident and ambitious.

## 6. Providing human resource managers with specific Disability Confident training

Give managers and people involved in human resources (this can include any recruitment agencies acting on behalf of the organisation) specific and continuing training to make sure the organisation is following current best practice in supporting disabled people.

# Disability Confident – EMPLOYER

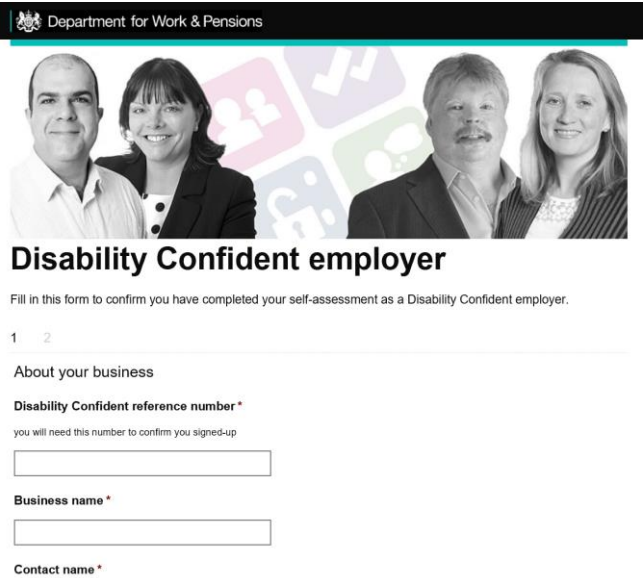
## What happens next?

When your business has completed your self-assessment and evidence template, you will need to confirm that you:

- have undertaken and successfully completed the Disability Confident Employer self-assessment
- are taking all of the core actions to be a Disability Confident Employer
- are offering at least one activity to get the right people for your business and at least one activity to keep and develop your people.

You will also need your Disability Confident reference number (this starts **DCS00**....), this was on the email we sent you or more recently on your certificate. If you can't find it please email us at [Disability Confident Team](#).

**You do not need to send us your evidence template. That is for your records only.**

<p>Please use the following link to:</p>	<p><a href="#"><u>Confirm you have completed your self-assessment. This will take you to the confirmation page as shown in the picture.</u></a></p>	 <p>The screenshot shows the 'Disability Confident employer' confirmation form from the Department for Work &amp; Pensions. It includes a header with the department name, a photo of four diverse people, and the title 'Disability Confident employer'. Below the photo, it says 'Fill in this form to confirm you have completed your self-assessment as a Disability Confident employer.' The form has a progress indicator '1 2' and a section titled 'About your business' with three required fields: 'Disability Confident reference number *' (with a note 'you will need this number to confirm you signed-up'), 'Business name *', and 'Contact name *'.</p>
--	---	---

# Disability Confident – EMPLOYER

## In return we will send you:

- a **certificate in recognition of your achievement**; and
- a **Disability Confident Employer badge** that you can use in your own business stationery and communications for **2 years**.

We'll also send information about becoming a [Disability Confident Leader](#).

As a Disability Confident Employer, we will include your business name, town and DC status in a list of all businesses signed-up to the scheme on [our DC website](#).

## Disability Confident Branding Guidelines:

You can find a copy of the [Disability Confident branding guidelines](#) on the DC website.

If you require a copy of your DC badge in a different format please email the [Disability Confident Team](#) ([dwp.disabilityconfident@dwp.gsi.gov.uk](mailto:dwp.disabilityconfident@dwp.gsi.gov.uk)).

# Disability Confident – EMPLOYER

## Definition of disability

Someone is disabled under the [Equality Act 2010](#) if they have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ adverse effect on their ability to carry out normal day-to-day activities. This means that, in general, the:

- person must have an impairment that is either physical or mental
- impairment must have adverse effects that are substantial
- substantial adverse effects must be long-term, for example, it takes much longer than it usually would to complete a daily task like getting dressed
- [long-term substantial](#) adverse effects must be effects on normal day-to-day activities, such as a breathing condition that develops as a result of a lung infection.



[Guidance for employers about their responsibilities under the Equality Act 2010](#)

## Long-term health conditions

Examples of long-term conditions include:

- high blood pressure
- depression
- dementia
- arthritis

Long-term conditions can affect many parts of a person’s life, from their ability to work and have relationships, to their housing needs and educational attainment.

# Disability Confident – EMPLOYER

## Mental health conditions

A mental health condition is considered a disability if it has a long-term effect on your normal day-to-day activity. This is defined under the Equality Act 2010.

A condition is 'long-term' if it lasts, or is likely to last, 12 months.

'Normal day-to-day activity' is defined as something you do regularly in a normal day, such as using a computer, working set times or interacting with people.

If a mental health condition means they are disabled, they can get [support at work](#) from their employer.

There are many different types of mental health condition, including:

- depression
- anxiety
- bipolar disorder
- obsessive compulsive disorder
- schizophrenia
- self-harm.

## What isn't counted as a disability?



See [guidance on conditions that aren't covered by the disability definition](#), for example addiction to non-prescribed drugs or alcohol.

# Disability Confident – EMPLOYER



## Employer Evidence Template

## Annex A

Use this template to record your evidence, further actions or comments for consideration as you go through your self-assessment. This will also help you if you want to become a Disability Confident Leader and have your self-assessment validated.

You can download a copy of this [template from the DC Website](#)

This is for your records and you do not need to send it to us.

<b>Employers name</b>		
<b>DC Reference Number</b>		
<b>Date</b>		
<b>Completed by and contact details</b>		
<b>Theme 1 – Getting the right people for your business</b> Record your evidence for each of the questions below. You need to have evidence against each question.		
<b>Criteria</b> <b>As a Disability Confident Employer, our business is:</b>	<b>Evidence</b>	<b>Comments or further action required</b>
1. Actively looking to attract and recruit disabled people.		
2. Providing a fully inclusive and accessible recruitment process.		



# Disability Confident – EMPLOYER

3. Offering an interview to disabled people who meet the minimum criteria for the job.		
4. Being flexible when assessing people so disabled job applicants have the best opportunity to demonstrate that they can do the job.		
5. Proactively offering and making reasonable adjustments as required.		
6. Encouraging our suppliers and partner firms to be Disability Confident.		
7. Ensuring employees have sufficient disability equality awareness training.		

# Disability Confident – EMPLOYER

Theme 1 – Getting the right people for your business		
You must agree to at least one of the following activities.		
Activity	Evidence (only for the activities you have agreed to in your self-assessment)	Comments or other ideas for consideration.
1. Providing work experience.		
2. Providing work trials.		
3. Providing paid employment (permanent or fixed term).		
4. Providing apprenticeships.		
5. Providing a traineeship.		
6. Providing paid internships or support internships (or both).		
7. Advertising vacancies and other opportunities through organisations and media aimed particularly at disabled people.		
8. Engaging with Jobcentre Plus, Work and Health Programme providers and local disabled people’s user led organisations (DPULOs) to access support when required.		
9. Providing an environment that is inclusive and accessible for staff, clients and customer.		
10. Offering other innovative and effective approaches to encourage disabled people to apply for opportunities and supporting them when they do.		

# Disability Confident – EMPLOYER



## Theme 2 – Keeping and developing your people

Record your evidence for each of the questions below. You need to have evidence against each question.

Criteria As a Disability Confident Employer, our business is:	Evidence	Comments or further action required
1. Promoting a culture of being Disability Confident.		
2. Supporting employees to manage their disabilities or health conditions.		
3. Ensuring there are no barriers to the development and progression of disabled staff.		
4. Ensuring managers are aware of how they can support staff who are sick or absent from work.		
5. Valuing and listening to feedback from disabled staff.		
6. Reviewing this Disability Confident Employer self-assessment regularly.		

# Disability Confident – EMPLOYER

Theme 2 – Keeping and developing your people.		
The employer must have agreed to take at least one of the following activities.		
Activity	Evidence (only for the activities you have agreed to in your self-assessment)	Comments or other ideas for consideration.
1. Providing mentoring, coaching, buddying and or other support networks for staff.		
2. Including disability awareness equality training in our induction process.		
3. Guiding staff to information and advice on mental health conditions.		
4. Providing occupational health services if required.		
5. Identifying and sharing good practice.		
6. Providing human resource managers with specific Disability Confident training		