

Having the right processes support and training in place to enable the business to be disability confident.

What does it mean to be Disability Confident Employer (Level 2)

Theme 1 – Getting right people for our business

1. Actively looking to attract and recruit disabled people			
Criteria	Yes / No	Evidence	Remploy Comments
<p>Make and publicise a commitment to employ and retain disabled people.</p> <p>Good practice This should be emphasised in the following ways:</p> <ul style="list-style-type: none"> ● In your policies and processes internally ● Externally on your website, social media (if you use it) and on all job adverts - this should be the disability confident logo and what it means 			
<p>Work with local (and, if appropriate, national) disability organisations to access networks of disabled people who want to work.</p> <p>Good practice</p> <ul style="list-style-type: none"> ● Evidence should include organisations for at least 3 different disabilities and at least 1 Work Choice provider 			
<p>Get regularly involved with in local disability jobs fairs or targeted recruitment campaigns - multiple examples</p>			
<p>Place job adverts in the disability press or on disability websites, such as:</p> <ul style="list-style-type: none"> ● Diversity Jobs / Evenbreak / Disability Now ● Other - please specify 			

2. Providing a fully inclusive and accessible recruitment process

Criteria	Yes / No	Evidence	Remploy Comments
<p>Identify and address any barriers that may prevent or deter disabled people from applying for jobs.</p> <p>Good Practice:</p>			
<p>How and where you advertise - does this enable you to access disabled people? At least two examples - which could include:</p> <ul style="list-style-type: none"> ● You own Accessible website ● Job centre Plus ● Local Work Choice providers ● Libraries and community centres 			
<p>Words used in advertisements - examples could include:</p> <ul style="list-style-type: none"> ● Plain English or Easy Read ● Jargon and acronym free ● Only describing essential tasks / skills ● Example / screenshot is provided 			
<p>Application methods - examples could include.</p> <ul style="list-style-type: none"> ● Online ● Word document ● Paper document ● Transcribed from a call ● Completed on behalf of the applicant by supporter <p>These are prominently displayed</p>			
<p>Online and offline processes are fully accessible</p> <ul style="list-style-type: none"> ● Documents in accessible formats - and this is clearly displayed wherever you advertise ● Audio description / subtitles on videos ● Someone available on the telephone to offer support and answer questions - this person is fully aware of the adjustments that can be made to the process 			

<p>Good practice</p> <ul style="list-style-type: none"> • You gather feedback from disabled applicants or carry on some testing of your processes by disabled people - supply some examples. • You can evidence that if there is a barrier it is either removed or an alternative method is provided 			
<p>Clear and concise job description that sets out what the jobholder will be required to achieve - in other words the essential tasks of the job.</p> <p>Good practice</p> <ul style="list-style-type: none"> • Job descriptions focus on outcomes rather than methods (you accept there are different ways to achieve the same objective) • Clear plain English is used and jargon, acronyms and abbreviations are avoided • Example is provided 			
<p>Information including advertisements, information videos and job descriptions can be made available in the different formats:</p> <p>Good practice</p> <ul style="list-style-type: none"> • Audio / Audio description • Subtitles • British Sign Language • Easy read • Braille • Large print <p>These are prominently displayed</p>			
<p>All those involved in the recruitment process are Disability Confident and know how to support disabled applicants.</p> <p>Good practice</p> <ul style="list-style-type: none"> • Information is included in any recruitment processes, policies, guidance • Those who recruit have disability awareness training 			

6. Encouraging our suppliers and partner firms to be Disability Confident

Criteria	Yes / No	Evidence	Remploy comments
<p>You encourage your partners, suppliers and providers to demonstrate their commitment to being Disability Confident.</p> <p>Good practice Evidence should include some of the following:</p> <ul style="list-style-type: none">● Publicising and promoting being a Disability Confident organisation using multiple channels● Put Disability Confident on meeting agendas● Hold specific events● Sharing best practice through communications and in discussions● Working with other Disability Confident organisations● Setting clear performance indicators in contracts or frameworks for your supply chain and partners.			

Theme 2 – Keeping and developing your people

1. Promoting a culture of being Disability Confident			
Criteria	Yes / No	Evidence	Reemploy comments
<p>You have created a culture where your employees feel safe to disclose any disability or long-term health condition, feeling confident they will be supported as necessary.</p> <p>Good practice</p> <ul style="list-style-type: none"> ● Positive messages in company literature, statements and plans such as case studies and featuring disabled employees in marketing and on intranet / website ● Challenging any negative images or prejudicial statements - by having and using robust equality and diversity and anti-bullying policies <p>.</p> <p>You regularly consult with staff about their perceptions of issues, barriers or concerns, and will report back on action taken to address these.</p> <p>Good practice</p> <ul style="list-style-type: none"> ● Creating and supporting disabled employee networks ● Involving them when developing new policies and procedures as well as when reviewing existing policies and processes ● Taking advice from disability organisations 			

2. Supporting employees to manage their disabilities or health conditions

Criteria	Yes / No	Evidence	Reemploy comments
<p>You encourage employees to be open and to discuss access and support needs</p> <p>Good practice</p> <ul style="list-style-type: none"> ● Opportunities to disclose disabilities are given beyond when the individual is appointed ● Managers receive disability awareness training ● Managers are confident and competent to start conversations about disability ● Review, appraisal and return to work processes give this opportunity 			
<p>You make 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.</p> <p>Good practice</p> <ul style="list-style-type: none"> ● Made clear in policies and through communications such as case studies 			
<p>You provide support for existing employees who become disabled or experience health problems.</p> <p>Good practice</p> <ul style="list-style-type: none"> ● Through occupational health service or EAP ● Other external services are publicised ● Offering flexible working patterns / home working 			
<p>You provide reasonable adjustments as necessary to support staff.</p> <p>Good practice</p> <ul style="list-style-type: none"> ● Sharing information about Access to Work and supporting applications ● How is effectiveness of adjustments is regularly reviewed? 			