



PRACTICAL STEPS WE TAKE TO BE INCLUSIVE IN OUR HIRING



THE HUMAN RIGHTS APPROACH

- **ADD International takes a human rights approach to disability, gender, age, sexuality, religion and ethnicity and supports inclusion, equal opportunities and equitable access.**



DISABILITY WON'T AFFECT YOUR APPLICATION

DISABILITY DISCRIMINATION ACT (DDA)

- **There are 2 main ways an employer might unlawfully discriminate against a disabled applicant or employee:**
 - By treating him or her less favourably (without justification) than other employees or job applicants because of their disability
 - By not making reasonable adjustments (without justification)



PRACTICAL STEPS WE TAKE TO BE INCLUSIVE IN OUR HIRING

RECRUITMENT

- We use easily understandable wording on our adverts in clear type faces
- We put 'Disabled People are particularly encouraged to apply'



- We use the 'two ticks' symbol
- When appropriate we advertise in 'Disability Now'



RECRUITMENT

- **Make sure Job Description and Person Specification with clear ‘essential’ and ‘desirable’ sections**
- **Avoid including requirements that may exclude disabled people more than other applicants**
- **Include location, working hours and accessibility of working environment**
- **Offer alternative formats**



RECRUITMENT

- **We ask that you fill in an Equal Opportunities form and indicate whether you are disabled (NB not obliged to disclose; still covered by the Equality Act when disability becomes known)**
- **If you are a disabled person and meet the minimum requirements on the person specification you are guaranteed an interview**



INTERVIEWS

RECRUITMENT: INTERVIEWS

- **Check if the person has any access requirements for the interview.**
- **Use an accessible venue / room (ADD London offices – lift issue)**
- **Provide ALL details for interview and plans (anxiety/PTSD)**
- **May need to provide a sign language interpreter**
- **Allow time**
- **Reserve parking**
- **Assist where necessary**
- **Quiet room / check seating ok**



**PRACTICAL STEPS WE TAKE TO BE
INCLUSIVE IN OUR WORKING
PRACTICES**

WORKING PRACTICES

- **Ask the person / listen to requirements**

- adjustable desk
- Good chair
- Flexible working
- Assistive technology (reader/software)
- Ramps
- Parking space
- PA/interpreter for meetings
- BSL training for colleagues

WORKING PRACTICES

- **Provide (eg) Board Papers with plenty of time to read them**
- **Send with clear covering email or paper**
- **Provide accessible formats for visually impaired people**
 - Without pictures /clear descriptions of/diagrams
- **Book time before meetings to go through non-accessible documents**



WORKING PRACTICES

- **Plan events and meetings only in accessible venues – check them out beforehand**
- **Ask people what their access requirements are re hotel, transport, assistance**
- **Ask again!**



WORKING PRACTICES

- **Provide regular Disability Equality Training (part of ‘two ticks’)**
- **Maintain a liberal but open environment where people can feel safe to ask questions**
- **Use appropriate language**



THINGS TO NOTE

- **Useful links:**
 - Gov.uk Access to Work
 - Civvy Street

- **Email Gem to keep in touch: gemma.white@add.org.uk**