



Human Resources

Title	Supporting Individuals with Reasonable Adjustments in the Workplace
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Roles, Responsibilities and Review

The **HR Manager** is responsible for ensuring this Order is implemented across the Brigade.

The **EDI Officer** will be responsible for the day-to-day operation of the Order.

The **EDI Officer** will review this when new legislation arises, or as and when organisational needs require.

Brigade Order: Human Resources

Supporting People with Reasonable Adjustments in the Workplace

Purpose

This policy is to ensure that employees/potential employees and managers are aware of the correct procedure to go through when an employee requires a reasonable adjustment, and the legal obligation to do so. It details the Services commitment to inclusion by signing up to the Disability Confident Scheme and details the actions the Service need to take to comply with these criteria.

This policy is not an exhaustive list as each individual is unique and the Service will support each employee on an individual basis.

Strategic Aims

This Order supports:

Strategic Aim 1 - To be able to respond to emergencies in an appropriate time with a professional, competent, and equipped team

Strategic Aim 6 - To develop our culture to be more purposefully diverse and inclusive, deliberately developmental, and intentionally innovative.

Introduction

This policy will:

- Create an environment in which individual differences and the contributions of all team members are recognised and valued.
- Make recruitment, training, development, and progression opportunities available to all staff by removing barriers.
- Ensure external providers make reasonable adjustments where necessary
- Regularly review/complete EQIA's of our employment policies and procedures so that equality of process is achieved for everyone.

For line manager guidance and support contact the EDI Officer or HR Officers.

Definition of disability

The Equality Act 2010 defines disability if you have:

“a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to undertake normal daily activities”.

Disability is one of the nine protected characteristics in the Equality Act 2010.

What 'substantial' and 'long term' mean

- 'substantial' it is more than minor or trivial, e.g., it takes much longer than it usually would to complete a daily task like getting dressed
- 'long-term' means 12 months or more, e.g., a breathing condition that develops as a result of a lung infection.

Progressive conditions

These are conditions that get worse over time. Some automatically meet the definition of disability under the equality act from day one of diagnosis, these are; HIV infection, cancer or multiple sclerosis.

Types of disability

There are many types of disabilities. These can be physical, visual, hearing, mental health conditions or learning disabilities.

Physical or mental impairment can include:

- physical impairments, such as mobility difficulties
- sensory impairments such as those affecting hearing or sight
- learning difficulties, including people with specific learning difficulties such as dyslexia and dyspraxia
- mental health conditions or illnesses which have a long-term effect such as depression and anxiety, panic attacks, phobias, eating disorders, obsessive compulsive disorders, schizophrenia and bipolar affective disorder
- genetic and progressive conditions, if the condition affects your ability to carry out normal day-to-day activities such as motor neurone disease, muscular dystrophy
- conditions which are characterised by several cumulative effects such as pain or fatigue
- hidden impairments such as asthma or diabetes, if these have an effect on your day-to-day activities
- past history of impairment - this applies if you are no longer disabled but met the definition in the past.

Recruitment

The Service will ensure recruitment processes do not have a negative impact on people who have a disability and that reasonable adjustments are implemented to these processes.

The Service will complete Equality Impact Assessments of the recruitment process and ensure managers have appropriate recruitment training.

[Equality Impact Assessment](#)

During the recruitment process managers and Human Resources should consider what type of assessment is appropriate for the role they require, see guidance in the general recruitment brigade order.

[General Recruitment Information](#)

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We are committed to the government's disability confident employer scheme, see details below.

Disability Confident Scheme

Shropshire Fire and Rescue Service have achieved Level 2 in the Disability Confident Scheme and are now classified as a '**Disability Confident Employer**'. The Service are committed to recruiting and retaining people with a disability and /or health conditions, for their skills and talent.

Further details of this scheme are in Section 1.

The Working Environment

Under the Equality Act, employers are required to make reasonable adjustments to the workplace and to employment arrangements so that a person with a disability is not at any substantial disadvantage compared to a non-disabled person. The requirement applies to workers as well as directly employed staff.

Shropshire Fire and Rescue Service recognises the importance of supporting employees who require a reasonable adjustment in a number of ways. For example, the Service currently support a number of employees who have dyslexia who are supported by the service and have had reasonable adjustments made for them. For further information please see our Dyslexia section. Each employee is looked at individually and the Service will always try to support employees who require a reasonable adjustment.

When making reasonable adjustments for employees there will be a joint meeting with the employee, line manager and EDI to discuss and agree their reasonable adjustments. This may involve seeking advice from Occupational Health and the individual referring themselves to Access to Work.

Occupational Health

The Occupational Health Service is available to all employees and will provide employees with a detailed assessment of their health and offer recommendations to support them at work. Access to this is through their line manager and Human Resources. They will normally be required to have an Occupational Health assessment before reasonable adjustments are put in place and then Access to Work assessment for specialist advice.

Depending on the type of disability they will either have a main contact with the EDI or HR team.

Access to work

Access to Work is a Department of Work and Pensions scheme which helps employers and people with a disability meet the cost of aids and equipment, adaptations to premises and personal help to enable them to do specific jobs.

Employees can apply for funding online through the Access to Work website. It is the Service's process for each employee to go through Access to Work to obtain a specific work-related report on their needs before any reasonable adjustments are put in place.

Further help, advice, and useful links

For further help and advice contact:

Equality, Diversity & Inclusion Department – 01743 260236 / 441
Human Resources – 01743 260207 / 222 / 292

Useful links

Access to work - <https://www.gov.uk/access-to-work>

Disability Rights UK - <https://www.disabilityrightsuk.org/equality-act-and-disabled-people>

Disability Confident - <https://www.gov.uk/government/publications/disability-confident-guidance-for-levels-1-2-and-3>

Equality and Human Rights Commission - <https://www.equalityhumanrights.com/en>

Equality Impact Assessments Brigade Order – [Linked HERE](#)

Gov.uk guidance - <https://www.gov.uk/guidance/equality-act-2010-guidance>

Section 1: Disability Confident Employer

As a Disability Confident Employer Shropshire Fire and Rescue Service are committed to (more in-depth information is available on their website) undertaking the following:

Theme 1 – getting the right people for your business: core actions (all of the below)

1. Actively look to attract and recruit people with a disability (including jobs, apprenticeships, internships and work experience).
2. Provide a fully inclusive and accessible recruitment process. Identify barriers, processes are fully accessible, make documents available in different formats.
3. Offer an interview to people with a disability who meet the minimum criteria for a job.
4. Be flexible when assessing people so applicants with a disability have the best opportunity to demonstrate that they can do the job.
5. Proactively offer and make reasonable adjustments as required – the Service has a duty under the Equality Act 2010 to offer this.
6. Encourage suppliers and partner firms to be disability confident
7. Ensure employees have appropriate disability equality awareness

Theme 1 – getting the right people for your business: activity (commit to at least 1 of the following):

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 supported 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, or local disabled people's user led organisations to access support when required
9. Providing an environment that's inclusive and accessible for staff clients and customers
10. Offer other innovative and effective approaches to encourage disabled people to apply for opportunities and supporting them when they do

Theme 2 – Keeping and developing your people: core activities (all of the below)

1. Promote 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 the Disability Confident Employer self-assessment regularly

Theme 2 – Keeping and developing your people: activity (commit to at least 1 of the following)

1. Providing mentoring, coaching, buddying and or other support networks for staff
2. Including disability awareness equality training in your 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 practices in supporting disabled people
6. Providing HR managers with specific DC training

For further information about the Disability Confident Scheme and recruitment, please visit <https://disabilityconfident.campaign.gov.uk/> and see our General Recruitment Information Policy.

Section 2: Neurodiversity

Neurodiversity refers to the different ways the brain can work and interpret information. ACAS believe that 15% of the UK population is estimated to be neurodivergent. Neurodiverse conditions are defined as disability under the Equality Act 2010.

Neurodiversity includes Attention Deficit Hyperactivity Disorder (ADHD), Autistic Spectrum Condition/Disorder (ASC/D), Dyslexia, Dyscalculia, Developmental Co-ordination Disorder (DCD)/Dyspraxia, Dysgraphia, Tourette's Syndrome.

- Approximately 10% of the population are **dyslexic**
- About 3 % of the population are **dyspraxic**

- The Adult **ADHD** population is approximately 3.5%
- It is estimated that 40% of individuals with **dyspraxia** also experience **ADHD**
- 67% of dyslexic individuals request support for stress at work
- Disabled people are twice as likely to be unemployed than those without a disability
- The National Autistic Society, the UK's leading charity for people with ASC, state that: Around 1.1% of the UK has a diagnosis on the autism spectrum, which is more than 1 in 100.
- There are around 700,000 people in the UK living with ASC. If you include their families, ASC touches the lives of 2.8 million people every day.
- Only 10% of adults with ASC receive employment support but 53% say they want it

Neurodiversity conditions

Attention Deficit Hyperactivity Disorder (ADHD)

Can be categorised into 2 types of behavioural problems:

- Inattentiveness
- Hyperactive and impulsiveness,
- and a combination of inattentive, hyperactive/impulsive

Some specialists have suggested the following as a list of symptoms associated with ADHD in adults (taken from NHS):

- carelessness and lack of attention to detail
- continually starting new tasks before finishing old ones
- poor organisational skills
- inability to focus or prioritise
- continually losing or misplacing things
- forgetfulness
- restlessness and edginess
- difficulty keeping quiet, and speaking out of turn
- blurting out responses and often interrupting others
- mood swings, irritability and a quick temper
- inability to deal with stress
- extreme impatience
- taking risks in activities, often with little or no regard for personal safety or the safety of others – for example, driving dangerously

Related conditions can include depression (most common), personality disorder, bipolar disorder and obsessive-compulsive disorder (OCD).

Autism Spectrum Condition (ASC) - is a lifelong, developmental condition that impacts on an individual's ability to understand the world around them. Specifically, this relates to communication and the perception of the world around them. Asperger's and Autism are still used under certain classifications.

Autism - Autistic Spectrum Condition/Disorder is a lifelong developmental disability. It is a 'spectrum condition' which means that individuals are affected in different ways, depending on their place on the spectrum (CIPD February 2018).

Asperger's – from 2013 Asperger's and Autism are no longer considered separate and are part of the Autism Spectrum. Many people before the criteria changed are still perceived as “having Asperger’s”. They may also consider Asperger’s as part of their identity.

Dyslexia – Dyslexia is a learning difference which primarily affects reading and writing skills. Dyslexic people may have difficulty processing and remembering information they see and hear, which can affect learning and the acquisition of literacy skills (British Dyslexia Association).

Dyspraxia - Dyspraxia UK define this (or Developmental Co-ordination Disorder) as ‘a complex neurological condition, which affects muscle co-ordination and perception. Perception includes vision, hearing and proprioception, or the awareness of where your limbs are in space.

Dyscalculia has traditionally been defined as a neurological condition that causes difficulties with arithmetic calculations such as sizing, ordering, and reading and writing numbers (CIPD February 2018).

Dysgraphia - Individuals with dysgraphia – of which the prevalence in the overall population is still being explored – can have challenges with aspects of writing such as writing very slowly, having confused writing, and experiencing difficulties copying information accurately (CIPD February 2018).

Tourette Syndrome - Tourette’s Action give this definition of the condition ‘Tourette Syndrome is an inherited, neurological condition, the key features of which are tics, involuntary sounds and movements. Up to 85% of people with the condition will also experience co-occurring features and conditions.’

Tic disorders - Tics can be physical, such as shrugging the shoulders and more substantial body motions, or can be verbal, such as laughing, talking, or coughing (CIPD February 2018).

Acquired Neurodiversity

It is important to recognise that the neurodiverse conditions are developmental, i.e., present from birth. However, neurotypical individuals may experience brain changes as a result of a medical condition, such as a stroke or head injury, which can result in a manifestation of characteristics such as those present in neurodiverse conditions. In such situations, the individual would be said to have “acquired neurodiversity”.

The Service strives to be an inclusive organisation and offers support to anyone who is neurodivergent within the service.

Section 3: Dyslexia Policy

[Dyslexia Policy](#)

Section 4: Workplace Adjustments passport

[Workplace Adjustment Passport](#)