

Easy Read



Llywodraeth Cymru
Welsh Government

A more equal Wales

A guide to employing disabled people



This document was written by **Welsh Government**. It is an easy read version of 'A More Equal Wales: A practical guide for employers to employing disabled people'.

How to use this document



This is an easy read version. The words and their meaning are easy to read and understand.



You may need support to read and understand this document. Ask someone you know to help you.



Words in **bold blue writing** may be hard to understand. They have been explained in a box below the word.



If the hard word is used again it is in **normal blue writing**. You can check what they mean on **page 36**.



Llywodraeth Cymru
Welsh Government

Where the document says **we**, this means **Welsh Government**. For more information contact:

E-mail: SkillsGatewayforBusiness@gov.wales.



This document was made into easy read by **Easy Read Wales** using **Photosymbols**.

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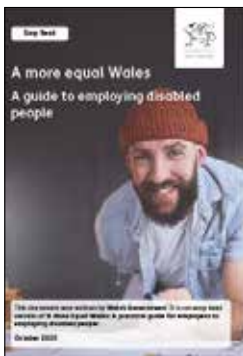


Introduction

We want Wales to be an equal place to live and work.



We want everyone to have an equal chance of getting a job. And we want employers to get the very best people working for them.



This guide gives employers help and advice for employing disabled people.



We wrote this guidance with the help of many organisations.



We want this guide to offer the best information and support.



If you would like to suggest anything that should be in this guide, please e-mail:

SkillsGatewayforBusiness@gov.wales.



The many advantages of employing disabled people



Having a **diverse** staff team is good for business.

Diverse means lots of different types of people. From different backgrounds, and with different beliefs and experiences.



- You will be able to choose from more people with different skills, knowledge, and talents.



- Improved services. You will get people with different experiences. This will help you provide better services to your customers.



- You will have loyal and hardworking staff. Disabled people are more likely to stay in a job for longer and have fewer sick days.



- Your staff team will feel happier and more confident. They will feel like the organisation cares about them.

Removing barriers to employing disabled people



We need to change the way we think about disability. And the **barriers** disabled people face.

A **barrier** is anything that stops you doing something.



A person is not disabled by their impairment or difference. A person is disabled by things in our society.



For example, a person who has painful hands and cannot open a jar or door. The **barrier** is **not** their hands. The **barrier** is the poorly designed jar lids and doors. To overcome this, we need easier to open jars, and automatic doors.



This is the **Social Model of Disability**. We use the **Social Model** in all our work. And we want employers to think in the same way.



We have made a [short video to explain the Social Model of Disability](#) further.



You can also find out more about the **Social Model of Disability** on the [Disability Wales website](#).



We have written an action plan for creating a society that includes everyone. It is based on the **Social Model of Disability**, [you can read it by clicking here](#).

Barriers

There are many misunderstandings about **barriers**.
For example:



- **Untruth: Employing a disabled person will cost too much and be too difficult.**



The truth: All staff have needs. You should think about the needs of **all** your staff. And you have a duty by law to make **reasonable adjustments**.

Reasonable adjustments are changes you can make, to make sure everyone can apply for a job and work for you.



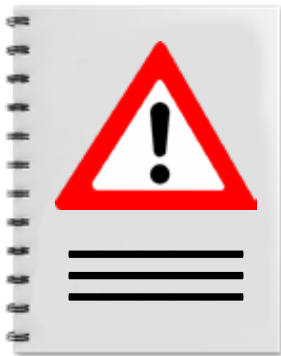
Many **adjustments** are easy to make. [You can find out more on by clicking here.](#)



- **Untruth:** All staff should be treated the same and it would not be fair to give disabled people more support than others.



The truth: The law says you should take action to make sure people have the same chances. This does not mean everyone is treated the same. [You can find out more by clicking here](#)



- **Untruth:** Health and safety is a good reason for not hiring disabled people.



The truth: Health and safety should not be used as an excuse to not hire disabled people. There is lots of help, advice, and support to help you take away the health and safety risks.

Be an employer disabled people want to work for



It is important to make it clear that your business is **inclusive** and welcomes disabled staff.

Inclusive means everyone can take part. No matter who you are or what your needs are.

Here are some examples of how you can do this:



- Celebrate **inclusion** and **diversity** on your social media accounts and website. You should use pictures that show all different types of people, including disabled people.



- Get involved in events that raise awareness. For example, United Nations' Day of Disabled People and World Autism Awareness Week.



- Help disabled people learn workplace skills by offering things like paid placements and **apprenticeships**.

An **apprenticeship** is when a person learns the skills of a job while getting paid. They are sometimes paid less than others doing the same job because they are still learning. They are called an apprentice.



- Work with organisations that support disabled people to find paid work. You can find a list of some of these organisations on page 32.



- Take part in a scheme, like **Disability Confident**. They can support you to become an **inclusive** workplace.



Tips for employing disabled people



When you are finding and hiring people for a new job, there are lots of things you can do to be more **inclusive**.

Advertising the job



- Tell people you would like to see lots of different types of people apply for the job.



- Remind people that they can get support to go to the interview if they need it.



- Think about where you advertise the job. Check how many disabled people usually apply and get jobs with you.



- Make sure people know you are happy to provide extra support if they need it. Give contact information so people can ask for support.



- Keep information about a person's support needs separate from the main application. This way you can focus on skills and abilities when **shortlisting**.

Shortlisting is when employers read through lots of applications and pick a short list of them to interview.



- Check your advert and make sure you have not listed skills or qualifications that are not really needed. For example, your advert might say you must have a driver's licence. Think about whether the person needs to drive. Could your advert say you must be able to travel instead?



- Use plain language and a font that is easy to read. You can find more advice about language on **page 23**.

Shortlisting



It is easy for employers to hire people they think:

- are like them
- or fit their idea of the type of person they want for their team.



This can stop you from having a **diverse** team.



It is a good idea to get training about negative thoughts and beliefs.

Interviews



Explain what will happen at the interview clearly beforehand, so people know what to expect.

Ask people if they need any **reasonable adjustments** to go to the interview. For example:



- dim the lights for someone with epilepsy



- let people have a person to support them if they need it



- if the person needs a British Sign Language interpreter, give the interpreter the interview questions beforehand.



- always ask about communication needs and what works best for the person.



Some people may not do well at interviews. Can you offer other ways for people to show you their skills and abilities? For example, a work trial, or by using role play?



You can **only** ask people about their health to:

- find out if they need **adjustments** when applying or going to an interview



- find out if they can carry out the job



- check how many disabled people apply. This information must not be used to decide who to interview.

Keeping and supporting people



It is important you know how to properly support your staff.



When your staff are looked after, they can do their job better. And they will work for you for longer.



Reasonable adjustments

Employers have a duty by law to make [reasonable adjustments](#).



Everyone is different, so you should ask your staff what [adjustments](#) they need.



For more information, please read this [guide to reasonable adjustments](#).



Most [reasonable adjustments](#) cost very little or nothing. But if you need to make an [adjustment](#) that costs a lot, you can get support with the cost through **Access to Work**. Please read page 24 for more information.

Your workplace



- Make sure your workplace is a safe and supportive place, so your staff can ask for extra support when they need it.



- Make sure there are people in your business that know how to support disabled co-workers. You could provide training on this.



- Support your staff to set up networks, so they have a way to support each other. Networks can also give you feedback about how to improve your workplace.



- Give your staff lots of ways to feedback to you what works and what does not. And to report any issues or worries. They should be able to do this secretly if they want to.



- Make a senior person an **equality champion**. This person would speak up about equality issues. And make sure your business is working in an **inclusive** way.



- Think about what support people need to take part in social events.



- Think about the language you use and the way you say things. Be respectful. And treat Welsh and English equally. For more information about language, read **page 23**.



- Try to support people to work from home where possible. And if your staff do work from home, make sure they have all the support they need to do this. Think about things like what equipment they need and how you will stay in contact.



The **Trade Union Congress (TUC)** has a good risk assessment for home workers that you can use. [It is available on their website here.](#)

Doing well at work

It is important to make sure **all** your staff have the chance to do well and progress. Think about:



- Having open talks with your staff about what they want to achieve in work and setting goals to help with that.



- If a staff member needs more support or **adjustments** to be able to progress.



- Making sure everyone has an equal chance of being promoted. And everyone has equal access to training and work reviews.



Check how well your staff are doing in work. Find out if there is anything more you can do to make sure disabled staff have an equal chance to do well.



Language

It is important to use **inclusive** language. This will help people see disability in a more positive way. Use the **Social Model of Disability**.



For example use **disabled people**, and not people with disabilities. People are disabled by society. Not because of something they have.

Other guidance:



- Do not describe someone as wheelchair bound. Their wheelchair helps them live independently. They are not stuck in it. Instead say wheelchair user.



- Do not use the term special needs. Use additional learning needs instead.



- If a disabled person has a personal assistant, call them personal assistants, not carers.



- Respect the way disabled staff talk about themselves.

Access to work



Access to Work is a government scheme to help more disabled people into work.



Your staff can get money from **Access to Work** to help pay for **adjustments** and support. Access to Work can pay for things like:



- Aids and equipment in work



- Travel to work



- Support workers
- Job coaches.



Your staff member should apply for support from Access to Work. This is because they are best placed to talk about their support needs.



Access to Work is available to people who:

- Are over 16 years old



- Have an impairment or health condition



- Are in work. This includes traineeships, internships, and work trials. But **not** voluntary work.



- Live in Wales, England or Scotland.

You may have to share some of the costs with Access to Work if your staff member has worked for you for over 6 weeks at the time they apply for things like:



- Special aids or equipment



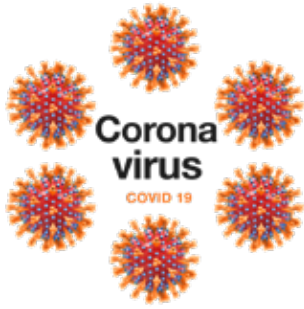
- Changes to your building.



Your staff can apply to Access to Work by going to: www.gov.uk/access-to-work.



Coronavirus



Coronavirus has forced many businesses to change the way they work. Many changes will be helpful for creating an **inclusive** workplace.



The new rules and ways of working need to be explained clearly. Think about any extra support your staff will need at this time. Speak to your staff about this.



Here is some guidance to supporting disabled staff during Coronavirus:

Wales TUC:



- [Guidance on Covid-19 and disabled workers](#)
- [Covid-19 equality guides](#)



The Business Disability Forum

- [Guide for employers on what to think about when returning their staff to work.](#)



The Equality and Human Rights Commission

- [Guidance for employers](#)



The National Deaf Children's Society Cymru

- [The impacts of face masks and tips for communication](#)



Wales Council for Deaf People and Wales Council of the Blind

[How to make sure meetings are accessible for people with sensory loss.](#)

Government support



Disability Confident

[Support to help you make the most of the talents disabled people have.](#)



Healthy Working Wales

[Information, advice and award schemes to help you improve the health and well-being of your staff.](#)



Health and Safety Executive

[Health and safety advice.](#)



Access to Work

[Support with the cost of making reasonable adjustments. Please read page 24.](#)



Remploy

[Free and private mental health service.](#)



Able Futures

[Free mental health support service delivered under Access to Work](#)



In-work Support

[Support for people who are struggling to stay in work because of a health problem.](#)



Work and Health Programme Wales

[Support for disabled people to improve their work skills. Employers can get support to offer work placements and work trials.](#)

Other support organisations



There are a lot of organisations outside of Welsh Government that can give you further advice and support.



Disability Wales

Information and guidance on rights, inclusive language and images, and the **Social Model of Disability**.



#WorkWithMe

A project by Scope and Virgin Media to help businesses be more inclusive.



Business Disability Forum

Membership organisation making it easier to work with disabled people.



Equality and Human Rights Commission

Standing up for human rights and equality.



Wales TUC

Wales TUC has also written a range of guides:

- [Disability and Hidden impairments in the workplace](#)
- [Autism awareness in the workplace](#)



[Remploy](#)

Guidance and resources for supporting disabled people into work.



[Agoriad Cyf](#)

Training and employment support



[Elite Supported Employment](#)

Training, job coaching, job finding and other support.



Department
for Work &
Pensions

Department of Work and Pensions

- [The DWP has a guide on some impairments](#)



[Learning Disability Wales](#)

Information, courses and training about learning disabilities.



Royal National Institute of Blind People

- [Guidance for supporting blind and partially sighted people](#)



National Deaf Children's Society

- [Information on how to be 'deaf-friendly'](#)
- [Information about helping deaf young people into work](#)



[British Deaf Association](#)

Information on British Sign Language (BSL).



RNID

- [Guidance and resources on how to support employees who have hearing loss](#)



Mind

Information on mental health in the workplace.

British Dyslexia Association



- [Information for employers about supporting staff with dyslexia](#)



National Autistic Society

[Guidance and advice on how to support autistic staff](#)



Epilepsy Action

[Guidance on adjustments for those with epilepsy](#)



Autism Wales

- [Information for employers](#)



Merthyr Tydfil Institute for the Blind

A charity supporting and training disabled people to find paid work.

Hard words

Apprenticeships

An apprenticeship is when a person learns the skills of a job while getting paid. They are sometimes paid less than others doing the same job because they are still learning. They are called an apprentice.

Barrier

A barrier is anything that stops you doing something.

Diverse

Diverse means lots of different types of people. From different backgrounds, and with different beliefs and experiences.

Inclusive

Inclusive means everyone can take part. No matter who you are or what your needs are.

Reasonable adjustments

Reasonable adjustments are changes you can make, to make sure everyone can apply for a job and work for you.

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