

AUDITING YOUR ORGANISATION

Listed on the following pages are the criteria for holding the Positive about Disabled People “Two Ticks” symbol. Your Trade Union Disability Champion has completed an identical form based on their opinion/knowledge.

The disability champion will compare your views with their own and then meet with you to discuss any areas of difference with a view to agreeing a common set of results.

Please read through the commitments and tick one of the boxes against each based upon the following criteria:-

1. Our organisation does this and could show evidence/examples
2. Our organisation would if the need arose without hesitation
3. Our organisation does not do this and I believe getting it done would be difficult
4. It would be very difficult for our organisation to meet this



Commitment 1

To interview all disabled applicants who meet the minimum criteria for a job vacancy and consider them on their abilities.

The aim of this commitment is to encourage disabled people to apply for jobs by offering an assurance that should they meet the minimum criteria they will be given the opportunity to demonstrate their abilities at interview stage.

Essential Action

Action required	1	2	3	4
this commitment applies to all vacancies, internal and external, without exception				
ensure minimum criteria are available to disabled applicants and, in the job advert / specification, make applicants aware of where they can access this information				
when sifting applications to reduce interview numbers any disabled applicant meeting the minimum criteria must be set aside for interview and not subject to subsequent change in the minimum criteria				

Desirable Action

Action required	1	2	3	4
consider including a brief statement explaining what the symbol means in the job advert. For example "All disabled applicants who meet the minimum criteria for the job will be invited to interview Minimum criteria are available from."				
consider including details of the minimum criteria in the job advert itself				
place job adverts in the disability press to attract disabled applicants, for example 'Disability Now'				
monitor what happens to disabled applicants through internal and external recruitment processes				

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Commitment 2

To ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees what they can do to make sure they can develop and use their abilities.

The aim of this commitment is to ensure that disabled employees are getting the same opportunities as others to develop and progress within their job.

Essential Action

Action required	1	2	3	4
identify who your existing disabled employees are in order to fulfil this commitment				
bring this commitment, and the action it requires, to the attention of all employees who have responsibility for managing staff				

Desirable Action

Action required	1	2	3	4
encourage a working environment which encourages disabled employees to discuss their development at any time				
ensure there is a mechanism in place for a disabled employee to speak to an alternative member of staff should there be a problem with their immediate supervisor				
monitor the views and actions taken as a result of this commitment and consider sharing widely				
publicise this commitment widely, i.e. internal guidance/news letters				

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Commitment 3

To make every effort when employees become disabled to make sure they stay in employment.

The aim of this commitment is to make sure that employees know that, should they become disabled, they will have your support to enable them to continue in their current job or an alternative one. Retaining an employee who has become disabled means keeping their valuable skills and experience and saves on the cost of recruiting a replacement.

Essential Action

Action required	1	2	3	4
ensure there is a mechanism in place for you to consider all the options should an employee become disabled or if an employees existing disability becomes worse				
ensure that this commitment is widely known amongst employees				

Desirable Action

Action required	1	2	3	4
consider how flexible your procedures are to accommodate this commitment. For example do you offer flexible working patterns, job sharing, home working?				
consider developing procedures to monitor the progress of employees who have become disabled or whose disability has worsened				
make sure that supervisors/managers know about the support available from the disability service should one of their members of staff develop a disability. For example, advice on job restructuring, adapting workstations, work preparation or retraining and financial help through Access to Work in cases where it proves impossible to retain the person could you, consider using your business network to assist the disabled person in their jobsearch?				

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Commitment 4

To take action to ensure that all employees develop the appropriate level of disability awareness needed to make your commitments work.

The aim of this commitment is to provide awareness of disability issues to all staff in order to improve the working environment.

Essential Action

Action required	1	2	3	4
define what the appropriate levels of disability awareness are. For example in a large organisation, personnel specialists could receive detailed disability equality training, whereas a trainer might need to examine how to accommodate people with different disabilities in a learning environment. Line Mangers and colleagues would probably benefit from a general understanding of how attitudes and environment can affect disabled people, with perhaps some guidance on disability etiquette when meeting a disabled person.				
ensure that new staff and people moving posts receive the appropriate level of awareness training				

Desirable Action

Action required	1	2	3	4
consider taking people on a work preparation trial so that you and your existing employees have experience of working with a disabled colleague. For further advice contact your DEA				
set up mechanisms to evaluate the effectiveness of your awareness raising activities				

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Commitment 5

Each year, to review the five commitments and what has been achieved, to plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans.

The aim of this commitment is for the employer to monitor your own practices and achievements in meeting their symbol commitments and to identify areas for further progress or good practice to share with others. The commitment also helps you to plan how to let people know initially that the company has become a symbol user, and to keep them up to date with developments. Progress should be fed back to Jobcentre Plus Disability Service at your annual review.

Essential Action

Action required	1	2	3	4
ensure that it is clear who is responsible for collecting information to make the review effective and what information needs to be collected				
ensure there is a mechanism in place to share the results of the review with all employees				

Desirable Action

Action required	1	2	3	4
consider conducting a disability audit to get a bench mark from where to start				
consider recording recruitment and career progression information about disabled people to review the effectiveness of your disability policies				

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