FAQS ON DISABILITY FOR CANDIDATES & EMPLOYEES
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1. How does the University of Warwick demonstrate its commitment to disability equality?

The University of Warwick believes that disabled people have a right to be able to participate fully in employment opportunities that the University has to offer.

Our vision for disability equality in relation to recruitment is that:

- Physical, social and attitudinal barriers that disabled people face are removed.
- Inclusive and accessible environments are promoted.
- Disabled people experience equality of opportunity when applying for employment and working at Warwick.
- We will be proactive in all matters relating to equality of opportunity and diversity.
- To have access to advice and best practice on disability related matters through Warwick’s subscription to the Business Disability Forum.

2. What is the Disability Standard?

Warwick subscribes to the Business Disability Forum (BDF), which operates the only business-led benchmark that measures an organisation’s performance on every aspect of disability as it affects a business. The BDF are the world’s leading employers’ organisation focused on disability and have developed an online management tool to help organisations measure and improve on performance for disabled customers, clients or service users, employees and stakeholders.

The University has appointed a Disability Steering Group (chaired by the Provost) and consisting of senior staff members from relevant business areas, who are currently undertaking a self-assessment across ten business areas:

- Commitment
- Know-how
- Adjustments
- Recruitment
- Retention
The outcome of this assessment, will inform processes/procedures to improve every aspect of our business for disabled people.

For more information: disabilitystandard.com/about.

3. The Definition of a Disability under the Equality Act (2010)

The Act says a disabled person is someone with a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Long-term means that the impairment has lasted or is likely to last for at least 12 months or for the rest of the affected person’s life. Substantial means more than minor or trivial.

4. Why should I read this information before applying for a job at the University of Warwick?

The University is committed to equality in employment both in principle and in practice. Success in achieving our equality plans will mean that we:

- Recruit and promote staff on the basis of relevant criteria and merit.
- Develop an inclusive teaching and working environment.
- Effectively tackle discriminatory practices, behaviour and language in line with the University’s regulations and procedures.

To see the full version of our commitment please go to: warwick.ac.uk/equalops/disability/disabilitystandard.
5. Should I tell you of any disabilities that I may have on my application form?

Telling the University about your disability is important as it will ensure that you are offered reasonable adjustments as part of any assessment, interview or ultimately to carry out the job if it is offered to you. A member of the HR Team will contact you to discuss your specific requirements.

There are many benefits in telling us what your needs are or asking for support - moreover, it helps the University to provide practical support to ensure that disabled people can participate on equal terms with non-disabled people. Providing information such as this also helps the University understand the diversity of its organisation and to be more proactive in the support that people may need.

If you do not disclose on your application form, you will have a further opportunity to disclose on the personal staff form, should your application be successful. The form will provide you with an opportunity to meet with your new line manager and/or HR adviser to discuss any reasonable adjustments that you may require, using the University’s Disability Framework: warwick.ac.uk/equalops/disability/framework.

The University also has its own Occupational Health team, who may also be available to discuss what support the University could offer you.

If you require copies of documentation in alternative formats - large print, Braille etc., please email the HR Resourcing Team at hr.services@warwick.ac.uk.

6. Why should I disclose I am disabled?

At Warwick we follow a Recruitment and Selection Policy and we assess your application based on the information you have entered and assess whether or not you meet the criteria detailed in the person specification.

Prior to shortlisting, the recruiting department does not see your personal monitoring form (i.e. where you may have disclosed a disability), so the selection process is based entirely on merit with regard to meeting the person specification for the role applied for. If you are selected for interview, the interview invitation letter will ask you if you require any reasonable adjustments in order for you to be able to attend and fully take part in the interview.
7. What type of support is available at the University when I commence work?

**Induction and Probation**
As a new member of staff, your line manager will arrange an induction process to help you settle into your role and to help you understand how your role fits into the wider organisation.

During your probationary period you will take part in regular probationary reviews with your line manager. This two-way review of progress is another opportunity to disclose a disability so that discussions can take place around any reasonable adjustments such as how work is undertaken on a day-to-day basis; and/or the physical features of your office/ premises to ensure accessibility etc. As mentioned previously in this document, the University’s Disability Framework supports a two way conversation on any reasonable adjustments that may be required to support you in your role.

**Staff Network Groups**
Warwick recognises that people have multiple characteristics and has a number of staff network groups that staff can participate in, including the Disability Staff Network Group, the Working Parents Group, Carers Group, LGBTUA+ Network Group, BAME Network Group and a Menopause Support Group. These are informal support groups that work in conjunction with the Equality, Diversity and Inclusion team.

**Counselling Service**
Warwick’s Counselling Service works with both staff and students to help them think through their psychological/emotional difficulties and effect change. This can be in the form of face to face meetings, email discussions, workshops, and group therapy sessions. For further information see: warwick.ac.uk/counselling.

8. What are reasonable adjustments?

Equality law recognises that bringing about equality for disabled people may mean removing barriers and/or providing extra support for a disabled employee. This is the duty to make reasonable adjustments.

The duty to make reasonable adjustments aims to make sure that a disabled person has the same access to everything that is involved in getting and doing a job as a non-disabled person, as far as is reasonable.
Many factors will be involved in deciding what adjustments the University needs to make and they will depend on individual circumstances, and can be discussed and reviewed as part of the Disability Framework.

9. Sickness Absences relating to a Disability

The University acknowledges that sickness absence may result from a disability and staff have an opportunity on the University Sickness Absence Form A, to disclose their absence as ‘disability related’. The University records disability related absences separately from other categories of sickness absence.

Any disability related absence will still form part of a member of staff absence record, but it will provide an opportunity for the relevant HR Adviser to work with the individual and their line manager to identify any further specific reasonable adjustments or support that could be put in place.

10. What is the Disabled Staff Network?

Warwick has a Disabled Staff Network which enables disabled colleagues to meet and discuss mutual issues, policies and to generate solutions. The University may consult with the group on best practice for university processes and procedures.

Disabled staff can contribute and be involved through a variety of mechanisms such as attending termly meetings, using the email discussion list, contribution to, and reading the Equality, Diversity and Inclusion Newsletter and using the resources and information available on the Equality, Diversity and Inclusion Website: warwick.ac.uk/equalops.

More information is available from the Disabled Staff Network’s website or from the ED&I Team: warwick.ac.uk/equalops/networks/disabled.

As previously discussed in this document, the University has a number of other staff equality fora covering the areas of: Race, Gender, Lesbian, Gay, Bisexual and Transgender (LGBT), Working Parents, a Carers Network and a Menopause Support Group

The Fora report back to the ED&I team, who update the Equality and Diversity Committee, which is chaired by the Provost.
11. Is there disabled car parking available at the University of Warwick?

Registered disabled blue badge holders have the same rights on the University campus as they have on the public highway. Parking on campus is free for blue badge holders and there are disabled spaces near all buildings on campus. Some disabled bays are behind an entrance barrier. If you require regular access to one of these, you should email: carparking@warwick.ac.uk to inform the car parking team.

The University also recognises that there may be colleagues who have recognised mobility impairments, that make travelling by car essential, but are not entitled to a blue badge. In such scenarios, or for wider advice on the car parking process and/or applying for a car parking permit, please contact the car parking team on: carparking@warwick.ac.uk.

For more information, please go to: warwick.ac.uk/carparks/accessibility.

12. How does the University of Warwick make sure that their services are meeting the needs of disabled people?

Equality Impact Assessments (EIA)

Equality impact assessment is the thorough and systematic analysis of a policy, practice or procedure to determine whether it has a differential impact on a particular equality group (i.e. age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation). The University undertakes EIAs on strategic policies/processes as an integral part of the organisation’s commitment to promote equality and diversity to staff, students, and visitors. EIAs are seen as a positive process which can instigate real changes as a result.

13. Campus Security

Warwick’s Campus Security team has a primary focus on safeguarding everyone within our campus community. The team work extremely closely with all departments who concentrate on ensuring the best possible service for students, staff and visitors. For further information on the services provided by Security, see: warwick.ac.uk/services/campus-security/about.
14. Health, Safety and Wellbeing

Health, Safety and Wellbeing of all of our staff, students and visitors is paramount and our HS&W department can offer specialist advice and guidance on a variety of topics, such as fire control, chemical safety, laser use, biosafety, food safety, wellbeing and other areas. For further information see: warwick.ac.uk/services/healthsafetywellbeing.

15. IT Services

IT Services offers a range of useful advice and guidance for new staff, from setting up your IT account to information on specialist assistive software. For further information see: warwick.ac.uk/its/guides/new_starter.

For a list of software (including assistive software) see: warwick.ac.uk/its/servicessupport/software/list.

16. Equality, Diversity and Inclusion

The Vice Chancellor of the University of Warwick believes that the promotion of Equality, Diversity and Inclusion concerns everyone and is the responsibility of all members of our community. It is expected that everyone contributes to ensuring that the University of Warwick continues to be a safe, welcoming and productive environment, where there is equality of opportunity, fostered in an environment of mutual respect and dignity.

The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique, and recognising our individual differences. It is understood that simply having diversity in our workforce and student body is not enough; we must create an inclusive environment where all people can contribute and reach their full potential regardless of any protected characteristic.

The Equality, Diversity and Inclusion webpages has a host of information and training resources which staff and students may find useful. For further information see: warwick.ac.uk/equalops.
This guide was inspired by comparable guidance from Manchester Metropolitan University, and follows a similar structure, with the contents tailored to the University of Warwick.