

# DISCLOSING YOUR DISABILITY

EMPLOYABLE

It is up to you if you want to disclose your disability to your employer. There is no law that says that you have to, but disclosing can help you to get the support you need at work.

## You can mention it at any time

For example:

- ✓ When applying for the job
- ✓ Before you are interviewed
- ✓ During the interview
- ✓ At the time you are given the job
- ✓ Any time after you are given the job

## Reasonable adjustments

If you disclose your disability to your employer they must consider your request for reasonable adjustments. This is the law, covered by The Equality Act 2010. If you think a change to your job would help you, you can ask your employer. They will decide if the adjustment is reasonable. If they say 'no' to your request, they must tell you why.

# What are reasonable adjustments?

They are small changes to the physical environment, ways of doing things or job role to make sure that those with disabilities are not at a disadvantage when working. Examples include:

- ✓ Giving extra time for an assessment
- ✓ Using a meeting room on the ground floor
- ✓ Getting an audio-visual fire alarm
- ✓ Allowing flexible hours or working location
- ✓ Changing the layout of a room
- ✓ Swapping tasks with someone else
- ✓ Giving instructions in a different way
- ✓ Allowing a support worker
- ✓ Printing on coloured paper
- ✓ Giving someone a quiet area to work
- ✓ Longer or more breaks
- ✓ Meetings with your manager more often
- ✓ Using different software or equipment

If an adjustment would be expensive, you might need to apply for an Access to Work grant. You can find out more about this on their website.