



## **DDA Two ticks**

### **"Positive About Disabled People" - Information**

The disability symbol is represented by 'two ticks' and the words 'positive about disabled people'.

The symbol is a recognition given by Jobcentre Plus to employers who have agreed to make certain positive commitments regarding the employment, retention, training and career development of disabled people.

These commitments are:

- **to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities**
- **to ensure there is a mechanism in place to discuss, at any time but at least once a year, with disabled employees, what both parties can do to make sure disabled employees can develop and use their abilities**
- **to make every effort when employees become disabled to make sure they stay in employment**
- **to take action to ensure that all employees develop the appropriate level of disability awareness needed to make sure these commitments work**
- **to review these commitments each year and assess what has been achieved, plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans.**

If you are reviewing your organisation's approach to employing disabled people or trying to create a more diverse workforce then the disability symbol may help. By using the symbol you will help make it clear to disabled people that you welcome applications from them and are positive about their abilities. It will also show existing employees that you value their contribution and will treat them fairly should they become disabled. It is also worth bearing in mind that by employing disabled people you will be better placed to recognise, develop and deliver goods and services for your disabled customers.

If you decide you want your organisation to become a symbol user you should contact the Disability Employment Adviser (DEA) at your local Jobcentre or Jobcentre Plus

office and agree a time for them to visit you. The DEA will work through the (five) commitments and discuss how you might make them work within your company or organisation. They will work with you to enhance your personnel policies and practices to enable you to meet the five symbol commitments. You will need to make arrangements so that the whole organisation is able to deliver the commitments when you are ready to begin.

**The five disability symbol commitments and what kind of action you need to take to meet them are in detail: -**

- **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**

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**

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 monitor what happens to disabled applicants through internal and external recruitment processes

- **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**

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**

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, e.g. internal guidance/news letters

- **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**

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

- **Desirable Action**

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 Jobcentre Plus 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?

- **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**

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 Managers 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**

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.

- **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 at your annual review.
- **Essential Action**

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**

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.

When both you and your DEA agree that your organisation is ready to become a symbol user, your DEA will confirm Jobcentre Plus' agreement for you to go ahead. Your DEA can provide a copy of the symbol on disc or by e mail.

The symbol is monitored by disabled people, who will expect to see the commitments implemented. It is also monitored by you as a symbol user. Your fifth commitment, to review your symbol actions annually and plan ways to build on progress, is designed to help you with this.

Once a year, your DEA will contact you to review your organisation's progress against your symbol commitments, and to discuss your future plans. You may find that there are a few minor issues to sort out in how the commitments have been working. If all has gone well, you may want to consider whether there is more you could do to develop and encourage employees with disabilities.

Your DEA will be happy to help. Your DEA can offer support if you come across any difficulties in the course of making your commitments work. If a disabled person makes a complaint about your organisation as a symbol user, it is important for you to follow it up carefully. You may need to check whether any changes are needed so that you can continue to meet the requirements of the symbol. In very exceptional circumstances, if problems cannot be resolved quickly, Jobcentre Plus may ask an organisation to suspend its use of the symbol until the necessary changes are made, or to cease using the symbol altogether.

Hope this is ok - please come back if need.