



Disability **i**nclusion checklist for employers

Being Disability Confident could help you recruit and retain great people to meet your workforce needs.

How Disability Confident is your organisation? Use this disability inclusion checklist to find out.

Make a commitment

Develop a written plan or strategy to demonstrate your commitment to equal opportunity and/or a diversity programme.

Support commitment through wording in your mission statement, organisational policies and/or role descriptions.

Develop a return to work policy for employees who are recovering from injury or illness.

Recruitment

Actively encourage job applications from people with disability.

Provide training on inclusive and accessible recruitment practices.

Partner with Ingeus - a Disability Employment Services Provider - to facilitate disability recruitment.

Job advertisements are available in accessible formats (e.g. large font and screen reader compatible) and descriptions include information about the accessibility of your facilities and working spaces, and other flexible working arrangements that may be possible.

Interview process is accessible and adaptable.

Consider your physical premises

Outside facilities such as car park and entrance are easily accessible for people with disability and free of hazards.

Inside facilities are accessible for people with disability (e.g. wide doorways and hallways, accessible restrooms, non slip floor coverings, good lighting and quiet spaces).

Onboarding, training and development

Orientation and induction programmes are as accessible and as adaptable as possible.

Clear and simple procedure for employees and managers to request workplace modifications, aids or assistive technology.

Provide employee training and ongoing guidance on disability awareness and inclusiveness.

Encourage the establishment of an affinity group for employees with disability.

Think about technology

IT team has knowledge about accessible technology.

Essential internal technology tools and systems are accessible for employees with disability.

Suppliers and partners

Inclusion and access are considered when making procurement or purchasing decisions.

Make a commitment to diverse supplier engagement, including outreach to supplier businesses that are owned or staffed by people with disability.

You may also want to check if:

Your website and digital communications are accessible for people who are vision impaired and/or use screen readers e.g. font type, colours, use of images.

External content has appropriate and inclusive language and images of people with disability.

Customers with disability are considered in the design and delivery of your products or services.

How to become **Disability Confident**

As a Disability Confident Leader we understand how to successfully employ and retain people with disabilities and/or health conditions. Find out how Ingeus can help your organisation become a Disability Confident Employer and play a valuable role in enabling people with disabilities and/or health conditions to create better lives for themselves.



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