



Checklist for Realising the Potential of Disabled Employees²

Senior leadership commitment and accountability to action and follow-up on these requirements is critical to deliver enhanced business performance through disability confidence. The following checklist lays out the key requirements for a structured approach to changing employment practices to drive sustainable improvement. Addressing each of these aspects will also help the company avoid reputational, and legal risk.

Tailor this checklist to meet the realities of your organisation and individual department/markets.

You will find some examples of areas on which to focus, simple actions and some resources that you can use, to achieve these goals in the **Sample Actions for Getting Started** document which is part of this **Online Toolkit**.

A company which realises the potential of disabled employees will:

- Tap into a wider talent pool
- Improve recruitment practice by focusing on ability and potential
- Enable all to contribute by creating barrier-free working environments
- Enhance productivity by providing the right tools and training
- Harness diversity of thought and innovation as disabled employees bring different perspectives and problem solving techniques to the table
- Improve employee morale and engagement as people realise they, too, will be treated fairly should they become disabled
- Improve employee retention
- Reduce costs of sickness absence

Employment policy and procedures

Disability confidence will form an integral part of all employment policies and practices.

Staff training and disability awareness

Awareness of disability as it affects all our stakeholders, will be raised throughout our organisation.

The working environment

Specific steps will be taken to ensure that the working environment enables disabled people maximise their contribution to business success.

Reasonable Adjustments

Reasonable adjustments will be implemented quickly and reviewed regularly. 51% of workplace accommodations cost between US\$1 and US\$500 – Job Accommodation Network USA.

² Employers' Forum for Disability, UK



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Recruitment

Recruitment procedures, including e-recruitment, will be reviewed and developed to encourage applications from, and the employment of, people with disabilities.

Career development, training and work experience

Specific steps will be taken to ensure that employees with disabilities have the same opportunity as others to develop their full potential within the organisation. People with disabilities will be involved in opportunities for personal and professional development, including work experience and training in educational or industrial settings.

Retention, retraining and redeployment

Full support will be given to any employees who become disabled, enabling them to maintain or return to a role appropriate to their experience and abilities within the company.

People with disabilities in the wider community

The employer will recognise and respond to disabled people as customers, clients, suppliers, shareholders and members of the community at large.

Involvement of disabled people

Disabled employees will be involved in implementing this checklist to ensure that wherever possible, employment practices recognise and meet their needs.

Monitoring performance

The employer will monitor its progress in implementing the key points. There will be an annual audit of performance reviewed at board level. Achievements and objectives will be published to employees and in the company's annual report.