



# Disability and Long-Term Health Conditions Policy

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<b>Dissemination requirements</b>	All Trust employees by intranet
<b>Part of Trust’s publication scheme</b>	Yes

The East of England Ambulance Service NHS Trust (EEAST) has made every effort to ensure this policy does not have the effect of unlawful discrimination on the grounds of the protected characteristics of age, disability, gender reassignment, race, religion/belief, gender, sexual orientation, marriage/civil partnership, pregnancy/maternity. The Trust will not tolerate unfair discrimination on the basis of spent criminal convictions, Trade Union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity between people from different groups and foster good relations between people from different groups.

EEAST recognises its obligations of supporting the requirements of the Modern Slavery Act 2015 and any future legislations. A prime objective of EEAST is to eradicate modern slavery and human trafficking and recognises the significant part it must play in both combatting it and supporting victims. EEAST is committed to ensuring that its supply chains and business activities are free from any ethical and labour standards abuse.

All Trust policies can be provided in alternative formats.

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## 1. Introduction

- 1.1 At EEAST we are committed to being an inclusive organisation by supporting all our people and recognise that if you have a disability (whether temporary or permanent), or you are developing a disability, you may require additional support to enable you to remain in the workplace.
- 1.2 As a Disability Confident employer we have made a commitment to not only abide by the essential actions, but wherever operationally possible, to go beyond any statutory legal requirement to support applicants and existing workers to be part of our workforce.
- 1.3 As part of this commitment, we encourage all employees to speak out and challenge any negative behaviours, images or prejudicial statements.

## 2. Purpose

- 2.1 This policy is based on our disability confident commitment and recognises the need to protect against discrimination due to disability as defined in the Equality Act 2010.
- 2.2 The purpose of this policy is to:
  - provide awareness of the Equality Act 2010 and disability discrimination,
  - ensure our processes are inclusive and accessible to all, and we do all we reasonably can to protect people from discrimination by others,
  - promote an inclusive culture where you feel confident and safe to disclose your disability or long-term health condition,
  - encourage you to discuss your disability, access and support needs,
  - let you know the steps we will take to support you.

## 3. Scope

- 3.1 This policy applies to all EEAST employees, Casual Workers, Agency Workers, volunteers, students, job applicants and visitors undertaking work for, or on behalf of, EEAST.

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- 3.2 Casual Workers and Agency Workers should also refer to the relevant EEAST policy.

## 4. Duties

4.1 **Executive Directors** and **Senior Managers** are responsible for the operation and monitoring of this policy.

4.2 **Line managers** are responsible for:

- completing mandated manager training on Disability Awareness,
- seeking appropriate guidance from their HR representative and any relevant internal specialist lead(s),
- considering reasonable adjustments in accordance with the Equality Act 2010 and our Reasonable Adjustments Policy,
- ensuring that all mutually agreed reasonable adjustments are provided in a timely and effective manner,
- ensuring you feel supported with regular one-to-one conversations, in accordance with our Health and Wellbeing Policy and Passport and under the advice and guidance of Occupational Health.
- ensuring that equal opportunities for training and career progression is provided.

4.3 **Occupational Health (OH)** are responsible for:

- ensuring all successful applicants are health assessed following their offer of a post to identify any underlying medical conditions and provide recommendations on adjustments to the recruiting manager as required,
- supporting managers to identify individuals with disabilities and long-term health conditions via the referral process in accordance with the Occupational Health Policy,
- supporting managers by providing recommendations on adjustments to an individual's role,
- referring/signposting individuals to support services.

4.4 **Employees** are responsible for:

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- familiarising themselves and working within the spirit of this policy, regardless of whether they have a disability or long-term health condition themselves,
- attending OH appointments when a referral has been made.

4.5 **HR representatives and Trade Union representatives** are responsible for providing advice and guidance to you in line with this policy.

## 5. Definitions

<b>Disability</b>	A physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities
<b>Long-term</b>	It will affect them or is likely to affect them for at least 12 months. (It can still be considered long-term if the effects come and go, for example a fluctuating condition might affect someone for a few months at a time with other times when they are not affected).
<b>Substantial</b>	More than minor or trivial
<b>Impairment</b>	Someone has an impairment if any of their physical or mental abilities are reduced in some way.

## 6. Disability Confident Employer:

6.1 Disability Confident is about creating a movement of change, encouraging us to all think differently about disability and take action to improve how we recruit, retain, and develop disabled people.

6.2 To demonstrate we are Disability Confident we have signed up to the following commitments:

- Ensuring our recruitment process is inclusive and accessible,
- Communicating and promoting our vacancies,
- Offering an interview to disabled people as appropriate,
- Anticipating and providing reasonable adjustments as required,

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- Supporting you if you acquire a disability or long-term health condition, enabling you to stay in work.

6.3 Further information is available about our commitment on [East24](#).

## 7. The Equality Act 2010

7.1 Disability is one of nine protected characteristics which is covered by the Equality Act 2010 (the Act). This allows us to treat individuals more favourably than their non-disabled colleagues, however, not to the detriment of individuals with other protected characteristics.

7.2 There is no need for a condition to be medically diagnosed, as long as they can show a substantial and long-term adverse effect on their ability to carry out day-to-day activities. If we are aware, or it could be reasonably expected for us to be aware, this policy must be applied when managing the individual.

7.3 The law says to discount the effects of any medication, aids or treatment when considering whether someone has a disability. The exception to this is wearing, glasses or contact lenses.

## 8. The Public Sector Equality Duty (PSED)

8.1 The PSED is a legal duty under the Equality Act 2010 for anyone who works in or on behalf of the public sector.

8.2 Under the duty, we will consider how we can:

- eliminate discrimination
- help support equality and equal opportunities in the day-to-day delivery of services,
- help foster good relations between different people when carrying out their activities.

## 9. Discrimination

9.1 Discrimination occurs when you are treated less favourably or put at a disadvantage because you have a protected characteristic(s), compared to someone who does not have that characteristic. For example, this may include:

- being excluded from opportunities or benefits,

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- making it harder for you to do your job,
- causing you emotional distress,
- causing you financial loss.

9.2 It can still be discrimination even if the less favourable treatment was not intended.

9.3 There may be occasions where less favourable treatment can be justified and would not be unlawful discrimination. For example, using:

- **positive action** to help a disadvantaged or underrepresented group.
- **objective justification** – when an employer can prove a legitimate need for less favourable treatment, e.g. it could harm the health and safety of others
- **a disability exception** – to specifically recruit a disabled person without the risk of disability discrimination,
- **occupational requirement** – recruiting someone with a certain protected characteristic to do a particular job.

9.4 There are various types of discrimination, which include:

<b>Direct discrimination</b>	<ul style="list-style-type: none"><li>• Less favourable treatment directly because of a disability.</li><li>• Cannot be objectively justified.</li></ul>
<b>Indirect discrimination</b>	<ul style="list-style-type: none"><li>• When everyone's treated the same but those with a disability are put at a disadvantage.</li><li>• Can be justified if a proportionate means of achieving a legitimate aim.</li></ul>
<b>Harassment</b>	<ul style="list-style-type: none"><li>• Unwanted or offensive behaviour related to a disability</li></ul>
<b>Victimisation</b>	<ul style="list-style-type: none"><li>• Negative treatment as a result of being involved with a discrimination or harassment complaint.</li></ul>



<b>Discrimination arising from disability</b>	<ul style="list-style-type: none"><li>• When a disabled person is treated unfavourably because of something connected with their disability.</li><li>• Can be justified if a proportionate means of achieving a legitimate aim.</li></ul>
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## 10. Who is responsible for discrimination

10.1 EEAST can be held responsible for the actions of employees. This is called 'vicarious liability'. However, we may not be held responsible if we took all reasonable steps to prevent the discrimination.

10.2 Any of our employees who discriminate against someone at work is also responsible for their own actions, and a discrimination complaint can be made against them as well as EEAST.

10.3 If your manager could not reasonably be expected to know that you have a disability, they will not be liable for discrimination. However, if they believe you might have a disability, they should take all reasonable steps to find out more about the support you might need. What is reasonable depends on the circumstances and may include:

- talking to you privately to ask if there's any support you need,
- asking you if you would agree to an OH referral,
- assuring you that anything you tell them will be dealt with confidentially.

***Your manager will not ask intrusive questions and will not try to diagnose you.***

10.4 We recognise that discrimination could cause harm or distress. Therefore, we will:

- make sure we do not unfairly discriminate in any aspect of work,
- take steps to prevent discrimination,
- do all we reasonably can to protect people from discrimination by others,
- look after the wellbeing of our employees – this is called a 'duty of care'.

## 11. What is or could be a disability

11.1 The below conditions are deemed disabilities under the Act from the day of diagnosis and are protected, regardless of the impact of their condition:

<b>Cancer</b>	Where abnormal cells grow and reproduce uncontrollably
<b>HIV infection</b>	A virus that damages the immune system and weakens your ability to fight infections and diseases.
<b>Multiple Sclerosis (MS)</b>	A disease which affects the central nervous system.
<b>Being certified blind, severely sight impaired, sight impaired or partially sighted</b>	Conditions that cause a reduction in sight, such as glaucoma, cataracts, diabetic retinopathy.

11.2 It is important to note that not all disabilities are visible, and many other conditions/impairments could potentially be covered under the Act. Only a judicial body can definitively make a judgement over a disability, however the following conditions may be covered depending on your individual circumstances (this list is not exhaustive):

<b>Arthritis</b>	A condition that causes pain and inflammation in a joint.
<b>Asthma</b>	A condition that causes narrowing of airways resulting in breathing difficulties.
<b>Autoimmune conditions</b>	Conditions in which your immune system mistakenly damages healthy cells in your body; this includes, but is not limited to, Rheumatoid Arthritis, Lupus (systemic lupus erythematosus),

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	Inflammatory Bowel Disease (IBD) and Type 1 Diabetes.
<b>Brain injury</b>	A brain injury is an injury caused by trauma or a neurological event.
<b>Chronic Fatigue Syndrome - Also known as Myalgic Encephalomyelitis (ME)</b>	A condition that causes extreme fatigue that does not go away with rest, sleep issues and problems with memory or concentration.
<b>Deaf or hard of hearing</b>	Condition that causes a reduction in hearing either partially or profound.
<b>Diabetes</b>	A condition that affects how your body uses glucose from food.
<b>Epilepsy</b>	A neurological disorder that causes seizures or unusual sensations and behaviours.
<b>Cardiovascular (Heart) Disease</b>	A term used for conditions affection the heart or blood vessels.
<b>Learning disabilities</b>	A brain condition which makes it harder to learn and understand things. For example, Dyslexia, Dysgraphia, Dyscalculia
<b>Mental health conditions, e.g. depression</b>	Can include low mood, panic attacks, phobias.
<b>Musculoskeletal conditions</b>	A group of conditions that affect muscles, bones, joints, tendons, ligaments, cartilage and spinal disks.
<b>Neurodivergent conditions</b>	Conditions in which someone's brain processes, learns and/or behaves differently from what is considered typical.
<b>Sensory impairments</b>	Can include hearing and visual impairments.

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11.3 A Progressive Condition is one that gets worse over time. If you have a progressive condition, you will be considered by law to have a disability as soon as it starts to have an effect on your normal day-to-day activities, as long as this is likely to be long-term. The effect does not have to be substantial as long as it is likely to become substantial in the future.

11.4 Progressive conditions may include but are not limited to:

<b>Alzheimer’s disease</b>	This is the most common cause of dementia in the UK.
<b>Dementia</b>	Is the name for a group of symptoms associated with an ongoing decline of brain functioning. It can affect memory, thinking skills and other mental abilities.
<b>Motor Neurone Disease</b>	A condition that affects the nerve cells in the brain and spinal cord.
<b>Muscular Dystrophy</b>	A group of inherited genetic conditions that causes muscle weakness and wasting.
<b>Parkinson’s Disease</b>	A condition in which parts of the brain become progressively damaged over many years.

*It is not possible to give an exhaustive list of all conditions or impairments that might be classed as a disability. In most situations, it is best to look at how your condition or impairment affects you, rather than what the condition or impairment is.*

11.5 Some conditions that are **excluded** and **aren’t disabilities** under the Act include:

- hay fever,
- tattoos and body piercings,
- tendency to set fires, steal or physically/sexually abuse others,
- voyeurism or exhibitionism,

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- addiction (however, you may have a disability if you have an impairment caused by addiction such as liver disease. For additional information, you should refer to the Drugs, Alcohol and/or other Substance Misuse Policy).

## 12. Letting us know about your disability or long-term health condition

- 12.1 We understand that you may not consider yourself to have a disability, or you may find it difficult to discuss your disability / long-term health condition. However, we aim to provide an environment where you feel comfortable enough to do so, and to be as open as possible with how we can support you.
- 12.2 It is up to you to decide when and if you choose to tell us. For example, you may choose to speak to your line manager and/or HR representative once something changes and your condition has started to affect you more than it used to.
- 12.3 If you choose to tell us about your disability / long-term health condition, you and your manager should both discuss the impact that this has and what support you would benefit from to stay well at work.
- 12.4 Your manager will take the lead from you and will:
- listen to you
  - try to understand how your disability / long-term health condition affects you,
  - consider your specific situation,
  - not make assumptions about what you can and cannot do,
  - talk with you about the support you need, for example reasonable adjustments,
  - ask before helping, as we recognise that you might not want or need help,
  - ask how you would like your disability to be referred to or talked about,
  - understand that you might have your own coping strategies and ways of managing your disability.

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- Encourage you to declare your disability on ESR and complete the [Reasonable Adjustment Enquiry Form](#)

12.5 For further information regarding reasonable adjustments, you and your line manager should refer to **Section 14.2** and our Reasonable Adjustments Policy.

### 12.6 **Entering your disability information into ESR**

12.6.1 To ensure we have accurate information relating to the protected characteristics of our employees, we would encourage you to update your ESR status. All the information gathered is confidential and your line manager cannot access this information on your employee record.

12.6.2 This information also enables us to promote true inclusivity effectively. By understanding the diverse makeup of our workforce, we are able to identify and address potential disparities, ensure fair treatment, and create a supportive environment where all our people feel valued and respected.

12.6.3 To update your disability status on ESR, please follow the following steps:

- My ESR Portal (please see East24 Quick Links)
- My ESR Dashboard
- My Personal Information
- Disability Information.

## 13. **OH/Medical Advice**

13.1 We recognise that having a disability/long-term health condition may not necessarily affect your health or work and your manager will not insist on a medical report or OH referral unless further information or supportive measures are required.

13.2 If your manager needs additional information about your condition or impairment, they may consider seeking advice from an appropriate expert. For example, an Occupational Health, doctor, educational psychologist.

13.3 Your manager will speak to you prior to making an OH referral or seeking medical advice from your doctor.

## 14. How can we support you?

### 14.1 Recruitment

14.1.1 If you are an applicant or an existing employee, we are committed to supporting you if you have applied for a role within EEAST. For us to have an early understanding of your disability/long term health condition, we encourage you to let the recruiting manager and/or Recruitment Team know as soon as possible, for example, on your application form.

14.1.2 As a Disability Confident Committed employer, we are committed to taking action to improve how we recruit disabled people, for example:

- guaranteed interviews, where the essential criteria have been met,
- making adjustments at the interview stage,
- our approach to disability or health related questions.

14.1.3 For further information, refer to our Recruitment and Selection Policy.

### 14.2 Reasonable Adjustments

14.2.1 You and your manager should refer to **Appendix A** for examples of adjustments that could be considered depending on your individual circumstances.

14.2.2 For more information regarding the reasonable adjustments process and procedure, you and your line manager should refer to the Reasonable Adjustments Policy.

### 14.3 Managing performance issues

14.3.1 If you are unable to do your job because of your disability, or there have been changes in your attendance, behaviour or conduct, your manager will:

- discuss your disability with you and how it affects you,
- consider your specific needs alongside service delivery requirements,
- ensure any reasonable adjustments are in place.

***Your manager must ensure they have done all they reasonably can to support you and your disability.***

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14.3.2 You and your manager should refer to the appropriate EEAST policy for further information and the procedure to be followed, e.g. Reasonable Adjustments Policy, Attendance and Sickness Absence Policy, Performance and Capability Policy.

#### 14.4 **Occupational Health (OH)**

14.4.1 Your manager may refer you to Occupational Health for further advice and information as a supportive measure where reasonable adjustments may be required.

14.4.2 Occupational Health will also be able to signpost you to support services.

14.4.3 **Appendix B** includes a list of support networks and toolkits.

#### 14.5 **Time off for treatment/medical appointments**

14.5.1 If you require any time off for planned or emergency treatment and/or medical appointments, you and your manager should refer to the Attendance and Sickness Absence Policy and associated procedure.

#### 14.6 **Disability related sickness absence**

14.6.1 If your sickness absence is directly or indirectly due to your disability or long-term health condition, we would encourage you to let your manager know as part of the absence reporting procedure.

14.6.2 You and your manager should refer to the Attendance and Sickness Absence Policy and associated procedure and Reasonable Adjustments Policy for further information, including setting personal triggers for when health review meetings are due.

#### 14.7 **Disability Support Network (DSN)**

14.7.1 The DSN is a supportive group at EEAST that provides a safe and inclusive forum for those who have disabilities or who are caring for someone with a disability, for example, a colleague, family member or friend.

14.7.2 The group is also open to those who are interested in learning more about visible or invisible disabilities or who wish to support this area.

#### 14.8 **Access to Work (ATW)**



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- 14.8.1 You may be able to get help from Access to Work towards some costs where you require support or adaptations.
- 14.8.2 Please refer to the Reasonable Adjustments Policy and Toolkit for further information.

### **15. Confidentiality**

- 15.1 Any information you provide about your disability or long-term condition is confidential to you and will not be shared with anyone else without your written consent.

### **16. Policy review**

- 16.1 This policy will be reviewed on a three-yearly basis, or amended in the light of new legislation, relevant case law, or if significant changes to its effective operation are necessary.

## Appendix A - Adjustments for consideration

When discussing adjustments that could be put in place to support you, you and your line manager may wish to consider the following (this list is not exhaustive).

**You and your line manager should also refer to the Reasonable Adjustments Policy.**

<b>Mental Health Conditions:</b>	
Mental health conditions cover a wide range of illnesses which can affect how people feel, think and behave.	
<b>Adjustments:</b>	<ul style="list-style-type: none"><li>• Offering flexible working patterns, including changes to start and finish times.</li><li>• Adaptable break times.</li><li>• Changing working environment (e.g. providing a quiet place to work).</li><li>• Collaborating with your line manager on an action plan to help manage your condition.</li><li>• Allowing you to leave to attend appointments connected with their mental health.</li></ul>

<b>Sensory Impairment:</b>
Sensory impairment affects one or more of the senses: this includes sight, hearing, smell, touch, taste or spatial awareness.

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<b>Adjustments:</b>	<ul style="list-style-type: none"><li>• Arranging a tour of the workplace.</li><li>• Offering additional training about sensory impairments to other colleagues, for example Oliver McGowan training.</li><li>• Providing information in accessible formats.</li><li>• Seating an individual in a quiet area, away from distracting noises.</li><li>• Making alterations to the working environment.</li><li>• Using adapted telephones with adjustable volumes and lights, and/or other specialist equipment.</li><li>• Providing specialist software or technology that magnifies on screen text and images or converts text to sound or speech to text.</li></ul>
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### Physical Impairment:

Limits a person's physical capacity to move, coordinate actions or perform physical activities.

<b>Adjustments:</b>	<ul style="list-style-type: none"><li>• Providing assistive computer equipment, such as, modifications to hardware or voice activated software.</li><li>• Agreeing an emergency evacuation procedure with them if they require assistance.</li><li>• Making sure the layout of the working environment is accessible and free from obstructions.</li><li>• Providing suitable access to buildings.</li></ul>
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### Neurodiverse Conditions:

Refers to the natural diversity in human brains. Neurodivergence is the term for when someone's brain processes, learns, and/or behaves differently from what is considered typical.

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### Adjustments:

- Maintaining a structured working environment and routine.
- Avoiding language which is hypothetical or abstract.
- Allowing meetings to be recorded, where appropriate.
- Giving instructions verbally.
- Providing text-to-speech or speech-to-text software.
- Providing written information on coloured paper.
- Offering training regarding Neurodivergence to colleagues.

## Appendix B - Further information, support and toolkits

**Please be assured that there is always support available to you, whether that is within EEAST or via external networks.**

- Your line manager / Occupational Health / Wellbeing Team / Reasonable Adjustments Team / DSN
- Your HR representative
- Employee Assistance Programme (Tel: 0808 196 2374) - in the moment advice and support, which includes family and financial advice.
- Your GP / 111 / A&E
- Mind – [www.mind.org.uk](http://www.mind.org.uk)
- SANE – [www.sane.org.uk](http://www.sane.org.uk)
- British Deaf Association – [www.bda.org.uk](http://www.bda.org.uk)
- UK Council on Deafness – [www.ukcod.org](http://www.ukcod.org)
- SENSE – [www.sense.org.uk](http://www.sense.org.uk)
- LOOK – [www.look-uk.org](http://www.look-uk.org)
- Cerebral Palsy – [www.cerebralpalsy.org.uk](http://www.cerebralpalsy.org.uk)
- Leonard Cheshire – [www.leonardcheshire.org](http://www.leonardcheshire.org)
- Muscular Dystrophy UK – [www.muscular dystrophyuk.org](http://www.muscular dystrophyuk.org)
- Multiple Sclerosis Society – [www.mssociety.org.uk](http://www.mssociety.org.uk)
- Autism Alliance UK – [www.autism-alliance.org.uk](http://www.autism-alliance.org.uk)
- The National Autistic Society – [www.autism.org.uk](http://www.autism.org.uk)
- British Dyslexia Association – Dyslexia Adult Network (DAN) – [www.bdadyslexia.org.uk](http://www.bdadyslexia.org.uk)
- British Institute of Learning Disabilities – [www.bild.org.uk](http://www.bild.org.uk)
- Epilepsy Action – [www.epilepsy.org.uk](http://www.epilepsy.org.uk)
- The British Stammering Association – [www.stamma.org](http://www.stamma.org)

**We understand that you may also wish to seek information and advice from other organisations:**

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The Advisory, Conciliation and Arbitration Service (ACAS) provides free advice for employers on employment legislation including advice on age and the workplace.

The [Equality and Human Rights Commission \(EHRC\)](#) promotes and monitors human rights. It protects, enforces, and promotes equality across nine areas: age, disability, gender, race, religion and belief, pregnancy and maternity, marriage and civil partnership, sexual orientation, and gender reassignment.

The [Business Disability Forum \(BDF\)](#) is an employer organisation that offers information, support and advice on disability as it affects business. It can help employers to make sure that their online recruitment tools and processes are fully accessible for disabled people.

[Clear Talents](#) can help organisations identify and manage reasonable adjustments for job applicants, employees, and students. It is free to use for applicants.

The [British Association for Supported Employment \(BASE\)](#) is the national trade association involved in securing employment for disabled people. The website offers guidance for employers on disability and work. BASE members work closely with disabled jobseekers and employers to help find sustainable work for the disabled person.

[Vercida](#) is a place for the diversity industry, employers, and jobseekers to communicate. The site brings together the best of what the industry has to offer with a broad range of views from employers, jobseekers, and diversity policy makers.

[The Mental Health Foundation](#) is a leading mental health charity for research, policy and improving services. It offers a range of training and courses for individuals and employers.

The [Do It Profiler](#) has resources for employers to help them to understand specific learning disabilities and their relevance to the workplace.

[Evenbreak](#) is a social enterprise run by and for disabled people, helping employers attract more talented disabled people through their specialist job board, and gain confidence and competence around disability inclusion through their best practice portal.

**There are also toolkits available:**

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The Autism Centre for Research Employment (ACRE) [Autism Employment Toolkit](#) – for the Employment Profiling Assessment services for Adults on the Autism Spectrum. The portal aims to introduce you, or the person you support, to the most relevant work issues you need to know about.

The Business in the Community and Public Health England – [Mental Health toolkit](#). The ambition of this toolkit is to help your organisation – whether business, public sector or charitable – support the mental health and wellbeing of your employees. It will help you take positive actions to build a culture that champions good mental health and provide a greater understanding for how to help those who need more support.

The Business Disability Forum [Disability Standard criteria](#) (log in required) highlights business areas to consider to meet the needs of disabled people as customers, employees and stakeholders.

[Clear Talents](#) is an online toolkit that simplifies the process of identifying, implementing, and tracking the reasonable adjustments that allow your employees to perform at their best.

The [DWP autism and neurodiversity toolkit](#) is a resource to support awareness and understanding of autism spectrum conditions and hidden impairments. It provides practical guidance for supporting people who have neurodiverse conditions, including examples of reasonable adjustments. Employers are encouraged to use the toolkit to help support employees with autism spectrum conditions and hidden impairments.

Do-IT Solutions [Neurodiversity Workplace Toolkit](#) provides, helps to unlock the hidden talents in your employees and provide guidance for you and them.

How to implement the [Thriving at Work Mental Health Core Standards in your workplace](#). The Government's independent review, 'Thriving at Work,' includes six core and four enhanced standards for how organisations can better support employees' mental health.

## Appendix C

# Equality Impact Assessment

EIA Cover Sheet		
Name of process/policy	Disability and Long-Term Health Conditions Policy	
Is the process new or existing? If existing, state policy reference number	Existing (POL093)	
Person responsible for process/policy	HR	
Directorate and department/section	People Services	
Name of assessment lead or EIA assessment team members	HR Policy Subgroup	
Has consultation taken place? Was consultation internal or external? (please state below):	Internal consultation through HR Policy Subgroup members	
The assessment is being made on:	Guidelines	
	Written policy involving staff and patients	X
	Strategy	
	Changes in practice	
	Department changes	
	Project plan	X
	Action plan	
	Other (please state)	



Equality Analysis																						
<p>What is the aim of the policy/procedure/practice/event?  <b>The purpose of this policy is to provide awareness of the Equality Act 2010 and disability discrimination, ensuring our processes are inclusive and accessible to all. We aim to do all we reasonably can to protect people from discrimination by others, and promote an inclusive culture where employees feel confident and safe to disclose their disability or long-term health condition, and discuss their disability, access and support needs.</b></p>																						
<p>Who does the policy/procedure/practice/event impact on?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Race</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 30%;">Religion/belief</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 20%;">Marriage/Civil Partnership</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Gender</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Disability</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Sexual orientation</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Age</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Gender re-assignment</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Pregnancy/maternity</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>					Race	<input type="checkbox"/>	Religion/belief	<input type="checkbox"/>	Marriage/Civil Partnership	<input type="checkbox"/>	Gender	<input type="checkbox"/>	Disability	<input checked="" type="checkbox"/>	Sexual orientation	<input type="checkbox"/>	Age	<input type="checkbox"/>	Gender re-assignment	<input type="checkbox"/>	Pregnancy/maternity	<input type="checkbox"/>
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<p>Who is responsible for monitoring the policy/procedure/practice/event? <b>HR</b></p>																						
<p>What information is currently available on the impact of this policy/procedure/practice/event?  <b>Workforce Disability Equality Standards                      Equality Delivery System for the NHS (EDS2)                      Compliance with Public Sector Equality Duty and Specific Duties                      Five diversity networks within EEAST including the Disability Support Network</b></p>																						
<p>Do you need more guidance before you can make an assessment about this policy/procedure/ practice/event? <b>No</b></p>																						
<p>Do you have any examples that show that this policy/procedure/practice/event is having a positive impact on any of the following protected characteristics?                      Yes/No, if yes please provide evidence/examples:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Race</td> <td style="width: 5%; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 30%;">Religion/belief</td> <td style="width: 5%; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 20%;">Marriage/Civil Partnership</td> <td style="width: 5%; text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Gender</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Disability</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Sexual orientation</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Age</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Gender re-assignment</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Pregnancy/maternity</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table> <p>Please provide evidence:</p>					Race	<input checked="" type="checkbox"/>	Religion/belief	<input checked="" type="checkbox"/>	Marriage/Civil Partnership	<input checked="" type="checkbox"/>	Gender	<input checked="" type="checkbox"/>	Disability	<input checked="" type="checkbox"/>	Sexual orientation	<input checked="" type="checkbox"/>	Age	<input checked="" type="checkbox"/>	Gender re-assignment	<input checked="" type="checkbox"/>	Pregnancy/maternity	<input checked="" type="checkbox"/>
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**This policy is designed to have a positive impact on all protected characteristics, with particular emphasis on the protected characteristic of disability.**

Are there any concerns that this policy/procedure/practice/event could have a negative impact on any of the following characteristics? Yes/No, if so, please provide evidence/examples: **No**

<b>Race</b>	<input type="checkbox"/>	<b>Religion/belief</b>	<input type="checkbox"/>	<b>Marriage/Civil Partnership</b>	<input type="checkbox"/>
<b>Gender</b>	<input type="checkbox"/>	<b>Disability</b>	<input type="checkbox"/>	<b>Sexual orientation</b>	<input type="checkbox"/>
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Please provide evidence:

**Having reviewed and updated the policy and completed a full consultation process, no negative impact was raised, and with the evidence available there is no negative impact.**

**Action Plan/Plans – SMART**

Specific

Measurable

Achievable

Relevant

Time Limited

**Evaluation Monitoring Plan/how will this be monitored?**

Who – see **Monitoring Table**

How

By

Reported to

## Appendix D - Monitoring Table

What	Who	How	Frequency	Evidence	Reporting arrangements	Acting on recommendations	Change in practice and lessons to be shared
Audit of employee experience, and that the policy and procedure is being applied consistently, fairly and accurately for all our people with a disability / long-term health condition.	Head of HR People Partnering / Head of Wellbeing / Reasonable Adjustments lead	Monitor ESR, Health and Wellbeing Passport completion and ER Tracker data	Ongoing	ER Tracker reports / Reasonable Adjustments information	Reported to and discussed at People Committee where required	Head of HR People Partnering will address any actions or changes required.	Any change in practice will be identified and: <ul style="list-style-type: none"> <li>• process updated with HR People Partnering team</li> <li>• HRBP / line manager training implemented</li> <li>• policy updated where required.</li> </ul>