

# Disability Confidence Checklist

## Disability Awareness

- Do you provide disability awareness training to line managers, HR staff and customer service staff?
- Does staff induction include disability awareness?
- Does your company have a disability champion at board/senior management level?

## HR & Recruitment

- Do you have a positive action towards disability policy?
- Are your mainstream recruitment processes accessible to people with a disability?
- Do you set a target for a percentage of people with a disability in your workforce?
- Does your company customise or redesign jobs for people with a significant disability?

## Workplace Adjustments

- Are you aware there are government grants available for workplace adjustments?
- Do you routinely consult with staff returning from illness on their specific needs?
- Has your company ever availed of a government funded employee retention grant?

## Mental Health in the Workplace

- Does your company promote wellbeing in the workplace?
- Do you monitor sick leave connected to mental health or stress?
- Do you provide mental health awareness training to all staff?
- Do you have specific supports for employees with mental health challenges or illness?

## Work experience opportunities for people with a disability

- Do you provide work experience opportunities/tasters for people with a disability?
- Have you ever hosted a job shadow for a person with a disability?
- Do you offer WAM (Willing Able Mentoring) placements for graduates in partnership with AHEAD?

## Communication

- Do you use accessible symbols to indicate how you communicate?
- Does your PR and marketing materials reflect diversity and equality within your company?
- Do you have staff who are proficient in sign language?

## Community Involvement

- Do you partner with organisations and communities empowering or supporting people with a disability?
- Is one of your companies chosen charities a disability or health support organisation or programme?