Line Manager Factsheet on Disability
Understand your responsibilities

- Familiarise yourself with the Equality Act 2010, the University of Warwick’s Equality and Diversity Policy and Dignity at Warwick Policy
- Understand the definition of disability
- Ensure staff are able to perform to the best of their abilities
- Confidentiality

Are your workplace and working ethics inclusive to all?

- Equality and Diversity Training
- Ensure any reasonable adjustments are considered
- Inform Colleagues about the Staff Network Groups
- Display E&D posters on departmental notice boards

Familiarise yourself with available resources and obtain further support, advice and guidance

- Equality & Diversity Team
- E&D Webpages
- HR Adviser
- Occupational Health
- Departmental Disability Coordinators
**Dignity at Warwick**

Familiarise yourself with the Dignity at Warwick Policy – If a member of staff feels they are being bullied or harassed they can speak to a Dignity Contact in confidence.

http://www2.warwick.ac.uk/services/equalops/dignityatwarwick/

**Equality Act 2010**

It is unlawful to discriminate against someone on the grounds of their disability. The Equality Act 2010 aims to protect disabled people and prevent discrimination.

**Reasonable Adjustments**

The University has various duties under legislation to support disabled staff. Managers are responsible for ensuring that staff have the appropriate equipment and support to carry out their work effectively and safely.

In the first instance refer the individual to Occupational Health and your HR Adviser, who will advise on what reasonable adjustments may be required.

**Equality & Diversity Team**

For more information please contact:

Sandra Beaufoy, HR – Equality & Diversity, Ext: 74479 – S.Beaufoy@warwick.ac.uk

Claire Algar, Equality & Diversity Coordinator, Ext: 22356 – C.Algar@warwick.ac.uk

**E&D Training**

Find out about the E&D training sessions; these cover all Protected Characteristics. Also complete the online E-Learning modules. Encourage all your staff to complete the online modules as a minimum.

http://www2.warwick.ac.uk/services/equalops/training
Inclusivity
Ensure you departments has an inclusive approach to all staff and students.

Disclosure and Confidentiality
It is important that the University promotes a working environment that encourages disclosure.

If a member of staff discloses a new condition you must keep this information confidential and not share it with anyone without their consent.

Definition of a disability
Equality Act 2010, says that a person has a disability if:
• They have a physical or mental disability
• Their Impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'.

An impairment is considered to have a long-term effect if:
• It has lasted for at least 12 months
• It is likely to last for at least 12 months
• It is likely to last for the rest of the life of the person

Disabled Staff Network Group
The University of Warwick has a new disability network group. Highlight this to your employees who may not be aware of this support network.

Discuss all the Staff Network groups in induction with new members of staff.

Resources
Familiarise yourself with the resources available and refer to those when necessary for further support, advice and guidance.
**Dignity at Warwick Policy** - It’s important that managers are able to direct staff members to organisational policies when dealing with cases of bullying and harassment, including the various reporting routes available to them.

**Disability Discrimination** – Disability discrimination is prejudice against someone who has a disability, including long term conditions and mental health issues, this can include:
- Office banter or jokes about disabilities
- Denying someone a position or promotion due to their disability
- Refusing reasonable adjustments
- Penalising someone who is of sick with a disability related illness
As a manager you are responsible for dealing with discrimination quickly and effectively so that it does not become an acceptable pattern at the university.

**Manager’s Responsibility** - All managers need to be clear in their role in how to support staff with a disability, record and monitor any reasonable adjustments that are made. Ensure you have an understanding of how Occupational Health works.

**Monitoring disabilities and ensure ongoing support** – If a member of staff declares a disability ensure that this is recorded in the staff members record, revisit this with the employee regularly to ensure that any adjustments that have been made are working or provide additional support if necessary. Please be aware that whilst adjustments can be a benefit they can still often take some getting used to i.e. a new piece of software, assistive package, or a piece of equipment.
Health, Safety and Evacuation – Look at the evacuation procedures for disabled staff in your department, regularly check the safety and evacuation points to ensure that they are suitable and contact the Health and Safety team for further guidance.

Support staff with invisible disabilities/mental health issues – When a manager becomes aware that their employee has issues relating to mental health, it is important to have an open and honest discussion to see how the employee can be supported and determine what trigger points make them unwell so that these can be avoided where possible. Under no circumstances should managers try and diagnose or assess an employee, always acquire guidance.

Invisible disabilities:
There are many invisible disabilities that can affect an individual’s quality of life and cause pain 24/7, these can cause fatigue, limit mobility, adversely affect producing work to the best of their ability
Many of these people receive comments on a daily basis – “but you look well”, “well you don’t look disabled”
Discuss how you can best support the individual and if any adjustments can be made to improve their wellbeing at work

Mental Health:
Determine and understand what triggers can lead to illness
look at ways of reducing stress and anxiety for the member of staff, discuss this with the employee
Look at the flexible working options that may be available, later start/finish time etc.

With the employees consent discuss the options available with the HR Advisor and/or Occupational Health
**Employee Network Group** – Show your support to the staff network group by displaying posters, ensure new and existing staff are aware of this resource. Network groups can provide a safe channel for managers to seek advice and support on disability issues.

**Disability Etiquette Video clips** - On the E&D webpages there is a Disability Etiquette video clip, this can be used to gain knowledge and as a training tool in your department
http://www2.warwick.ac.uk/services/equalops/disability/etiquettevideo/.

**Training** – Encourage all members of staff to complete the online E-Learning modules - Diversity in the Workplace, reports can be obtained from the E&D team to monitor who has completed the modules. Ensure all members of staff who sit on interview panels have completed the Recruitment and Selection module to ensure no bias.

**Inclusive Behaviour** – To maintain the momentum around equality initiatives include Equality and Diversity a standing item on staff meeting Agendas.

**University Events** – Encourage team members to attend diversity events that are held around campus, this could be communicated by email, prominently displaying posters and displays on digital screens.

**REMEMBER THAT NOT EVERY DISABILITY IS VISIBLE**