



On the Job

## An Easy Read Guide



## The Equality Act



Everyone has a right to work in a fair and safe place.

For Disabled people, this can mean asking for extra support to do a job well and safely.



The Government made a law called The Equality Act 2010. It makes sure Disabled people are treated fairly.



At work, this means an employer must make changes to help Disabled people do their job. These changes are called reasonable adjustments.



These changes might be using different equipment or doing things a different way.

Like booking meetings in rooms that are wheelchair accessible.








Or giving extra training or time to learn a new part of the job.






It could be using software that works with text-to-speech tools or screen readers.

## What is Reasonable?

	<p>The changes an employer makes for Disabled people should be reasonable.</p>
	<p>Reasonable means it is fair to the employer as well as the Disabled person.</p>
	<p>Sometimes a change may not be made because it is not reasonable.</p> <p>For example it might cost a very large amount of money.</p>
	<p>Or an adjustment to support one person might mean some else cannot do their job.</p> <p>This is called an access clash.</p>
	<p>An example of an access clash is if one person needs very bright light to work and someone else needs low light.</p>

## What Is Discrimination?

	<p>Discrimination means treating someone unfairly because they are different. They might be treated badly because they are Disabled.</p>
	<p>Discrimination can also happen if someone is treated unfairly because of their age, chosen gender, religion, or sexuality.</p>
	<p>Employers must protect their employees from discrimination at work.</p>
	<p>Discrimination can be direct or indirect discrimination.</p>
	<p>Direct means clear or easy to see.</p> <p>For example if somebody is told they will not be promoted because of their disability.</p>

	<p>Indirect means it might not be clear.</p> <p>For example someone always books a meeting room that is not accessible to a Disabled person.</p>
	<p>If a Disabled person thinks they have been treated unfairly at work because of their disability, they should speak to their manager first.</p>
	<p>Their employer will have a grievance process.</p> <p>This explains how to take to make a complaint about being unfairly treated.</p>
	<p>If the process is not followed by the employer, the Disabled person can get help from somewhere else.</p> <p>There are places to find information and help.</p>
	<p>The <a href="#">Citizens Advice Bureau</a> is a free advice service available to anyone.</p>



Ask your employer to use The [Call It! App](#) which is a tool to make sure everyone is treated fairly.



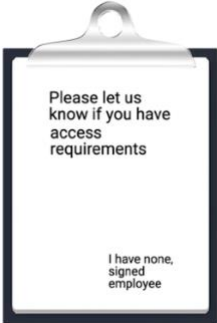




The [Film and TV Charity](#) have some very good information and a help line.








Or speak to a solicitor who knows about discrimination at work.

## Disclosing Disability

	<p>Disclosure is when a Disabled person tells their employer very personal and private information about their disability.</p>
	<p>The only time a Disabled person <b>MUST</b> tell somebody at their work about their disability is if they cannot do their job even with reasonable adjustments.</p>
	<p>If an employer is not told about someone's disability and do not provide reasonable adjustments this is not discrimination.</p> <p>This is because the employer did not know.</p>
	<p>An employer must keep information about disability confidential.</p> <p>This means they cannot tell people unless someone needs to know.</p>
	<p>For example the Disabled person's manager should know. This will help them make sure reasonable adjustments are put in place.</p>



	<p>Disclosure of a disability can happen at any time.</p> <p>It could be in a job interview, when someone starts a job, or even years into doing a job.</p>
	<p>Speaking to a manager is usually the first step in disclosing.</p> <p>They might want to also tell a higher up manager to help get reasonable adjustments put in place.</p>
<p>Access Coordinator</p> 	<p>The workplace might have an Access Coordinator the Disabled person can speak to. The Access Coordinator is a person who can help get the adjustments needed in a job.</p>
	<p>The Disabled person can also disclose to the Human Resources (HR) department or People Team at a company. These departments are there to make sure a company sticks to the rules.</p>
	<p>A Disabled person can choose who they tell about their disability.</p> <p>They might choose to share it with all their colleagues or just their manager.</p>

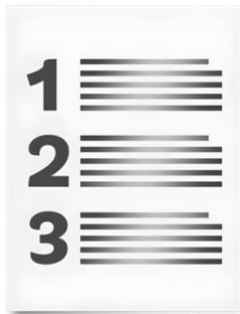




A Disabled person should talk to someone at work about what changes they need. This is so that adjustments can be discussed and put in place.


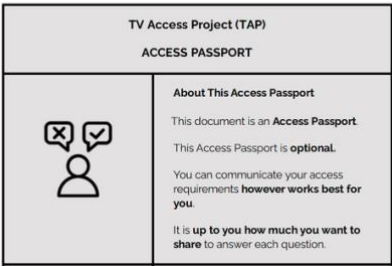







For example if long hours mean a Disabled person is too tired to work, they could ask for different working hours to help manage their fatigue.








It can help to write a list of the reasonable adjustments written down before talking to an employer about a disability.

## Access Passports or Documents

 	<p>An Access Passport or Access Document helps a Disabled person put information about their access requirements and reasonable adjustments in one place.</p>
	<p>It is a document that can be changed at any time.</p> <p>This is because the Disabled person's access requirements might change.</p>
	<p>The Disabled person can choose who can see their Access Passport.</p> <p>They can also share bits of the passport at a time because they may not need all the adjustments.</p>
	<p>Not all companies have access passports but employees can ask for one or share an example with their employer.</p>
 	<p>An easy read Access Passport is available from the <a href="#">TV Access Project</a>.</p>

## Access Coordinators

	<p>Some companies and productions in TV and film have an Access Coordinator.</p>
	<p>The Access Coordinator is a person who can help Disabled people get the adjustments they need in their job.</p>
	<p>The Access Coordinator will talk to every person at the company or on the production to see how they can help.</p>
	<p>Lots of people do not know they can ask for changes to help them do their job.</p>
	<p>Examples of what Access Coordinators might do include:</p> <p>Making sure locations are accessible where it is possible.</p>



Helping people get training to do their job well and treat other people fairly.

Making sure information is shared in the best way for the Disabled person.



Helping the Disabled person to change their work schedule to attend appointments or to fit with medication schedules.



An Access Coordinator (AC) might be able to advise on where you can get help to apply for Access To Work.

ACs cannot fix everything but an AC is a great new role in the industry.



An Access Coordinator is there to help everybody not just Disabled people. But they are trained to help Disabled people get the support they need to do their job well.