













## Frequently Asked Questions (FAQs)






## An Easy Read Guide












## My Rights






	<p><b>What are my rights at work as a Disabled person?</b></p>
	<p>The Equality Act 2010 is a law that means you should be treated fairly at work. This includes Disabled people.</p>
	<p>Your employer must make changes to help you do your job better.</p> <p>You do not have to put up with discrimination at work because of your disability.</p>
  <p><b>The Equality Act, making equality real</b></p>	<p><b>Where can I read the Equality Act 2010?</b></p> <p>The Government website has an <a href="#">Easy Read of the Equality Act 2010 here.</a></p>

	<p><b>How do I know that an employer will treat Disabled people fairly?</b></p>
	<p>An employer must treat everyone fairly because of the Equality Act 2010.</p> <p>But some employers are better than others at treating people well.</p>
	<p>An employer is good if they have a disability confident badge on their website or paperwork.</p> <p>It means they have made a promise to treat Disabled people fairly.</p>
	<p>Good employers might ask you about the adjustments you might need.</p> <p>Or they might and an Access Coordinator.</p>
	<p>An Access Coordinator is a person who can help get the adjustments needed in a job.</p>




	<p><b>When I apply for a job do I have to tell them about my disability?</b></p>
	<p>You do not have to tell anybody about your disability. But if you do the company can support you to give the best interview.</p>
	<p><b>Do I have to tell a new employer about my disability before I start?</b></p>
	<p>An employer should make the interview process and workplace accessible.</p> <p>But every Disabled person's needs are different.</p>
	<p>If you tell an employer about the reasonable adjustments you need, they can make sure these are in place for your interview and then when you start your new job.</p>

	<p><b>Am I being bullied because of my disability?</b></p>
	<p>Sometimes it can be hard to know if you are being bullied because of your disability.</p> <p>ScreenSkills has a <a href="#">free training module</a> to help you decide.</p>
	<p><b>What is an Access Coordinator?</b></p>
	<p>An Access Coordinator helps everyone in a company or on a production to make sure they have the right support to do their job.</p>
	<p>An Access Coordinator will help Disabled people to get reasonable adjustments in place by their employer.</p>





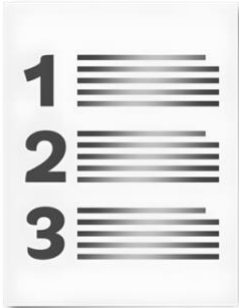

	<p><b>What is discrimination?</b></p>
	<p>Discrimination is when a person is treated unfairly because they are Disabled.</p>
	<p>This might be direct, like being told they did not get a job because they are Disabled.</p>
	<p>Or it might be indirect, like forgetting to send information in an accessible format when it has been asked for.</p>




	<p><b>What should I do if I have been discriminated against?</b></p>
	<p>Discrimination at work is serious.</p> <p>Speak to a friend at work to get help first. You should then also speak to your manager.</p>
	<p>The company will have a complaints or grievance process for you to make a formal complaint.</p> <p>If the employer does not help then you can ask someone else to help.</p>
	<p>This might be someone from the <a href="#">Citizens Advice Bureau</a> which is a free advice service available to anyone.</p>
	<p>Or you could speak to a trade union, or a disability-led organisation.</p> <p><a href="#">BECTU</a> for people behind the camera or <a href="#">Equity</a> for actors and voice artists</p>










	<p><b>How do I ask for reasonable adjustments at work?</b></p>
	<p>Find out if there is an Access Coordinator at your work. They can help you get reasonable adjustments put in place.</p>
	<p>You can also speak 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>



	<h2>What is an Access Passport?</h2>
 	<p>An Access Passport is a document where you write down any information about your disability that you want to share. <a href="#">An Easy Read version is available here.</a></p>
	<p>This includes reasonable adjustments you have agreed with your employer to help you do your job better.</p>
	<p>The Access Passport is a document that can be updated at any time. This means if your job tasks change or you need different reasonable adjustments, it can be added.</p>
	<p>You only need to share your Access Passport with people you want to share it with.</p> <p>Your Access Passport might change as your job changes.</p>

	<p><b>I work from home.</b></p> <p><b>How do I afford reasonable adjustments for myself?</b></p>
	<p>If you are employed but you work at home, your employer should make reasonable adjustments so that you can work at home.</p>
	<p>If your employer pays for equipment you may need to return it when you finish the job.</p> <p>If you are freelance you can apply to Access to Work for money to pay for reasonable adjustments.</p>

	<p><b>Where can I find more information about working in the industry as a Disabled person?</b></p>
	<p>There are a few places that have more information about working in TV and film as a Disabled person.</p>
	<p>They include:</p> <p><a href="#">TripleC/DANC</a></p> <p><a href="#">Access All Areas</a></p> <p><a href="#">Deaf and Disabled People in TV</a></p> <p>Visit our <a href="#">Resources page</a> to find more.</p>

	<p><b>How can I help my employer to understand more and improve their disability accessibility?</b></p>
	<p>The first place to ask your employer to go is the <a href="#">ScreenSkills HR Toolkit</a>. They can also do some ScreenSkills online training like the <a href="#">Diversity, Equity and Inclusion for the Screen Industries</a> online lesson.</p>
	<p>They should also look at the <a href="#">Disability Confidence Scheme</a> to find out why inclusion is important.</p>
	<p>Organisations that offer disability inclusion and awareness training include:</p> <ul style="list-style-type: none"> <li><a href="#">Access All Areas</a></li> <li><a href="#">Creative Diversity Network</a></li> <li><a href="#">MIND</a></li> <li><a href="#">TripleC/DANC</a></li> </ul>