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# Supporting and Accommodating Disabilities in the Workplace

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# Insights into the rights of people with disabilities in the workplace and how employers should accommodate these

The law (Equality Act 2010) sets out [when someone is considered to have a disability](#).

At work, the law protects:

- employees and workers
- contractors and self-employed people hired to personally do the work
- job applicants

## **Employers must:**

- make 'reasonable adjustments' when they know, or could reasonably be expected to know, someone is disabled
- do all they reasonably can to support disabled staff
- take steps to prevent disability discrimination, by recognising the benefits of having an inclusive workforce.

## **Employers must support disabled people in all areas of work, including:**

accessibility of the workplace or the tools and systems people need to use

ways of working, including flexible and hybrid working

recruitment

promotion

training

working hours and rest breaks

work-related events.

# Strategies for preventing and tackling disability discrimination in the workplace



- **Employers should do all they reasonably can to create recruitment processes and working environments which make people feel safe and comfortable to talk about disability.** Open, inclusive dialogue helps to reduce the likelihood of discrimination, harassment and victimisation.
- **Employers should provide Equality, Diversity and inclusion training for staff,** and Acas can provide bespoke training events for this.

## **Employers should:**

- take concerns and complaints very seriously
- handle them fairly and sensitively, without unreasonable delays

# Strategies for preventing and tackling disability discrimination in the workplace continued-



Organisations should take advice about diversity monitoring and create an appropriate diversity monitoring form. It's important to make sure

- your workforce and managers understand what is protected by discrimination law
- what's required under discrimination law is actually happening in your workplace
- you make changes if what's required is not happening, for example stepping up staff training, helping your organisation to aim higher than just at what's expected

# Creating robust reporting procedures and effective support measures for employees experiencing workplace discrimination

- For this employers should have their own specific bullying and harassment policy for handling disability discrimination and harassment complaints. These policies should be made available and accessible to all, with regular refresher training ensuring line managers are familiar with not only the theory but also the practice of applying policies to reality.
- Wherever possible, employers should invite interested employees with either direct or indirect experience of disabilities to contribute to such policies and procedures. Revisiting them with employees should also help ensure they use those policies to register any concerns.



To check equality, diversity and inclusion rates in your workplace, you can start by using the equality and diversity monitoring forms job applicants and employees have given you.

Handled sensitively, and provided people are comfortable discussing their circumstances, this information can provide the opportunity to explore any reasonable adjustments which would enable disabled people to flourish.

Employers might want to adopt the use of a workplace passport for reasonable adjustments

## Incorporating reasonable adjustments for absence and pay when managing time off related to disability

An Employer might consider incorporating reasonable adjustments for absence and pay when managing time off related to disability.

If the organisation uses a trigger point system, examples of reasonable adjustments could include:

- not counting some or all sickness absence related to a disability towards any trigger points
- increasing the number of absences that will trigger a review

How much pay someone is entitled to while they're off work depends on whether their employer offers:

- Statutory Sick Pay, or
- contractual sick pay



# Further support

[acas.org.uk/training](https://www.acas.org.uk/training)

**Website**  
[acas.org.uk](https://www.acas.org.uk)

[Equality Advisory and  
Support Service  
equalityadvisoryservice.com](https://www.equalityadvisoryservice.com)

[https://www.scope.org.uk/  
advice-and  
-support](https://www.scope.org.uk/advice-and-support)

[https://www.gov.uk/  
access-to-work](https://www.gov.uk/access-to-work)

**Helpline**  
**0300 123 1100**

**E-learning**

**Conciliation**

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