

Reasonable Steps to Take For Applicants with a Disability

01



If applicant has stated on their application form that they require reasonable adjustment, consult with the applicant and ensure that reasonable adjustments are in place.

02

If applicant is successful at interview, refer to Occupational Health for pre-employment medical assessment and guidance. If they are already an employee then this doesn't need to happen.



03



Where reasonable adjustments are required, a meeting should be arranged between, line manager, new employee and if considered necessary, a member of staff from Disability Employment Support Service (DESS). This meeting will help to determine the necessary reasonable adjustments and action plan for implementation of same prior to commencement of employment. Further meetings, if considered necessary, will help to provide updates, advice and guidance and agree arrangements for commencement of employment.

04

The Disability Employment Support Service (DESS) Team, will advise new employees that they may contact them for help and support throughout the course of their employment with EA. It may be necessary for reasonable adjustments to be made to the new employee's induction to EA. EA Policy and Code of Practise on the Employment of People with Disabilities recognises its ongoing duty with regard to reasonable adjustments. Consideration should also be given to completing a Disability Passport, to be kept under review. Signed copy to be held by Disability Employment Support Service (DESS.).

