



Committed to Supported Employment

## SUSE Inclusive Workplace Award Criteria

### 1. Positive Action

	Criteria	Possible examples	What we're looking for
<p><b>We provide a positive and a supportive environment for employees with a disability.</b></p>	<ul style="list-style-type: none"> <li>* Employees can seek practical support and advice on health and disability issues.</li> <li>* There is a system in place allowing employees to (confidentially) disclose a disability, if they choose to.</li> <li>* We support our staff to be disability aware.</li> <li>* We are committed to equality and promote it in our workplace.</li> </ul>	<ul style="list-style-type: none"> <li>* Providing an employee support line, disability network, or identified contact who can provide support and advice.</li> <li>* Staff can disclose a disability via recruitment or induction, appraisal, or to their line manager or to HR. They can do this anonymously if they choose.</li> <li>* Providing disability awareness training for staff and/or managers.</li> <li>* Making an Equal Opportunities statement and sharing it amongst your staff and potential employees.</li> </ul>	<p>This category is about the type of culture/approach the organisation wants to take or create with regards to equality and diversity.</p> <p>It is about how they encourage people to speak up about their disability and the support they need, and how they reassure them they are protected and valued. Alongside this, it is about how the organisation creates a culture of equality that recognises the contribution of every person.</p> <p>The organisation should show that they are taking steps to translate an Equal Opportunities policy or statement into awareness or good practice on the ground.</p>

## 2. Reasonable Adjustments

	Criteria	Possible examples	What we're looking for
<b>We implement Reasonable Adjustments and Flexible Recruitment Practices.</b>	<ul style="list-style-type: none"> <li>* Our line managers know how to make Reasonable Adjustments or have access to guidance.</li> <li>* We make Reasonable Adjustments during the entire employment journey and review them on a regular basis.</li> <li>* We use flexible recruitment practices.</li> </ul>	<ul style="list-style-type: none"> <li>* Including a section on making Reasonable Adjustments in training for line managers.</li> <li>* Reasonable Adjustments could include adapting work practices, training, or equipment for a disabled member of staff.</li> <li>* For example, allowing a candidate to attend a work trial instead of completing an online application form.</li> </ul>	The organisation must not only understand the importance of Reasonable Adjustments, but should be able to implement them through its line managers and staff teams.

## 3. Policy

	Criteria	Possible examples	What we're looking for
<b>Our policies and procedures promote equality and guard against discrimination.</b>	<ul style="list-style-type: none"> <li>* Policies and procedures reflect our commitment to equality.</li> <li>* If no policies exist, there is a statement on making Reasonable Adjustments when required.</li> <li>* Rules are in place to prevent disability discrimination arising from our policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>* Absence policies include the option for absence relating to a disability or long-term condition to be recorded separately.</li> <li>* If no policy exists, you have an equalities statement making explicit reference to providing support for disabled employees.</li> <li>* Recruitment practices promote diversity e.g. information relating to a job candidate's disability is not shared with the shortlisting or interview panel.</li> </ul>	This category ensures the organisation's policies and processes follow the Equality Act 2010 and that disabled employees or those with a long-term health condition are protected by these.

## 4. Supported Employment

	Criteria	Possible examples	What we're looking for
<p><b>We provide supported employment opportunities in our organisation or will do so.</b></p>	<ul style="list-style-type: none"> <li>* We are committed to working with a supported employment provider.</li> <li>* We have provided work tasters for disabled jobseekers or will do so.</li> <li>* We have recruited disabled jobseekers using the Supported Employment Framework or will do so.</li> <li>* We will consider using supported employment interventions such as job coaching, job carving, job sharing and adaptive technology.</li> </ul>	<ul style="list-style-type: none"> <li>* There is an ongoing relationship with a provider who supports and advises us and improves our practice on an on-going basis.</li> <li>* Possible work taster opportunities have been identified in different parts of the organisation, our staff know we offer these opportunities and are supportive (this may be a training need that we can support with).</li> <li>* Your supported employment provider can familiarise you with the Framework and help you to introduce opportunities without disrupting your business.</li> <li>* In some cases, changes can be made to a job to enable a disabled person to carry out this role; this is similar to a reasonable adjustment.</li> </ul>	<p>The organisation must have a commitment to employing disabled people, people with a long-term health condition or additional support need, by working with specialist agencies to create opportunities.</p> <p>This should include using the 5-stage Supported Employment Framework to recruit disabled jobseekers into appropriate vacancies, working with the agency to deliver bespoke support and providing the long term in-work support that ensures jobs are sustained.</p> <p>If you do not currently have a relationship with a supported employment provider, we can contact organisations on your behalf and help to develop the partnership.</p>