

The following set of items is a way of helping .....  
to see what it is you may need for your new role and your induction into that role.

### **We are dedicated to helping you fit in and find your feet.**

To help you do this ..... will walk you through the “do’s” and “don’ts” of our work place using our charter. This is to ensure you have everything you need.

Another thing you need to know is that you have the right to work and that everyone is different so small changes may be required so you can achieve what you are capable of.

### **Reasonable adjustments**

Under the Equality Act 2010 we must make ‘reasonable adjustments’ within the workplace. This ensures that someone with a disability is not at a disadvantage whilst doing their job. Reasonable adjustments include things like:

- Making physical changes to the building, for example a ramp for a wheelchair user or a visual fire alarm for a deaf person
- Changing equipment so that it is easier to use, for example a special keyboard for someone with arthritis
- Allowing employees that become disabled to make a gradual return to work, including flexible or part-time hours
- Bringing in specialist support E.G occupational health, to carry out an assessment for those experiencing difficulties with Autistic Spectrum Disorder. It is important to recognise that people born before 1990 may not have a diagnosis but display behaviours and emotions that effect their ability to cope in the work place.\*

The Equality Act 2010 defines disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities'.

The Social Model of Disability was developed by disabled people and it is supported by organisations led by disabled people. It says disability is caused by barriers that arise when society is not designed to accommodate people who have impairments. It is these barriers that disable people who have impairments.

**Adjustments may be required even when a person has not previously recognised they have difficulties.**

[\\*www.personneltoday.com/hr/manage-autism-workplace/](http://www.personneltoday.com/hr/manage-autism-workplace/)



## Ready for work charter

The following checklist provides some things to consider which are likely to help a young person beginning work there may be other areas you wish to add to this.

### Items that the new starter may need more understanding on

Items for consideration	Discussion between the induction support and new starter.
Documents needed for identification and HR records i.e., (proof of eligibility to work in the UK) <ul style="list-style-type: none"><li>- Passport.</li><li>- Birth certificate.</li><li>- National Insurance.</li><li>- DBS.</li></ul>	
Information regarding the individual's financial position if their ability to work will be impacted up to their first wage.	
Who to talk to about things like payslips/sickness or holidays. Or anything else they don't understand.	
Health and safety at work.	
Organisation policy and procedure.	



## Ready for work charter

Workplace facilities such as toilets, washrooms, meal areas, tea/coffee arrangements.	
Social arrangements related to work i.e., birthday contributions, Christmas meals etc	
Support groups i.e., LGBT Disability awareness.	
Pension arrangements within the organisation	



## An employer's duty of care

Employers have a duty of care to their employees, which means that they should take all steps which are reasonably possible to ensure their health, safety and wellbeing.

An employer's duty of care is wide-ranging. It covers a company's legal and ethical duty to prevent physical and psychological harm to staff. This includes anything from a physical injury to mental health issues.

This space is an area of the form in which you can talk about any issues or enquiry's you may feel needs to be raised with your induction support...

