

STANDARD OPERATING PROCEDURE

SOP Number:

SOP Title: Disability Confident Committed Employer



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	NAME	TITLE	SIGNATURE	DATE
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Reviewer				
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Effective Date:	
Review Date:	February 2025

READ BY			
NAME	TITLE	SIGNATURE	DATE

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1. PURPOSE AND SCOPE

The purpose of this SOP is to encourage all staff at Priory Medical Group to think differently about disability and to change how PMG recruits, retains, and develops people with a disability in order to be successful .

2. INTRODUCTION

With disabled employment at an all time high, PMG needs to stay ahead of the competition when attempting to recruit from the talented pool of disabled workers and to ensure all disabled staff have the opportunity to grow and prosper working at PMG. Therefore here at PMG as part of staying ahead of the game when attracting disabled talent we have made the pledge as part of the government scheme to become and maintain our status as a **"Disability Confident Committed Employer"**.

The five commitments we should be able to show.

- Ensure our recruitment process is inclusive and accessible.
- Communicate and promote our vacancies.
- Offer interviews to disabled people.
- Anticipate and provide reasonable adjustments to applicants and employee as required.
- Support existing employees who acquires a disability or long-term health condition, to enable them to stay in work.

Definitions

Someone is disabled under the **Equality Act 2010** if they have a physical or mental impairment that has a 'substantial' and 'long-term' adverse effect on their ability to carry out normal day-to-day activities. This means that, in general, the:

- person must have an impairment that is either physical or mental
- impairment must have adverse effects that are substantial
- substantial adverse effects must be long-term, generally taken to mean for longer than 12 months
- long-term substantial adverse effects must be effects on normal day-to-day activities, such as a breathing condition that impedes walking or moving around or a mental health condition that impedes interacting with other people. A condition that impeded participation in high level competitive sport, or that prevented playing a musical instrument to concert level performance but that still allowed normal day to day activities would generally not be seen as a disability under the Equality Act.

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3. RESPONSIBILITIES

- Priory Medical Group (PMG) will be responsible for this standard operating procedure ensuring it is implemented across all locations .
- HR will be responsible for the annual review of its practice and implementation.
- HR will be responsible for making sure the recruitment and selection process is inclusive and accessible at all times.
- HR will be responsible for making sure all job adverts are advertised through a range of channels, and that we use the Disability Confident badge to make sure potential applicants know PMG are an inclusive employer.
- Hiring Managers will be responsible for facilitating a commitment to positive action and encouraging disabled applicants by providing them with an opportunity to show their talent and skills at the interview stage.
- HR and Line Managers will be responsible for anticipating and providing where possible reasonable adjustments for applicants and employees alike.
- Employees are responsible for letting HR or their Line Manager/Supervisor know as soon as possible if they have been diagnosed with a physical or mental impairment that could have a 'substantial' and 'long-term' adverse effect on their ability to carry out normal day-to-day activities.
- All PMG staff are responsible for making sure existing employees feel supported to continue to carry on work when they acquire a disability or long-term health condition.
- Line Managers will be responsible for conducting meetings with applicable staff to complete Disability Passports and/or Wellness Action Plans.

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4. SPECIFIC PROCEDURE

Initial Set Up

- PMG to provide contact details on the Disability Confident website.
- Then PMG will sign up for the five Disability Confident Commitments
- In addition, PMG will commit to carry out at least one activity for disabled people from below list.

work experience

work trials

paid employment

apprenticeships

job shadowing

traineeships

internships

student placements

sector-based work academy placements

- Finally PMG will then officially sign up on the [Disability Confident Sign-Up Page](#)

Ongoing Actions

- A checklist for audit will be developed and used annually to check that we our processes and procedures are compliant with the 5 commitments.
- A **SMART** action plan will be devised for the delivery of the additional activity we commit to achieving.
- Progress/outcomes for both fall with in the terms of responsibility of the EDI Working Group and from there it will be reported to the Executive Team.
- The disability confident badge will be added to all job adverts, and any supporting information used a part of the recruitment process.
- All job adverts, vacancy information and application forms will be made in an accessible format.
- HR will check all advertisements to safeguard against any discrimination (direct or indirect)
- HR will continually source and use a variety of various channels to advertise job vacancies.

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- Application forms will be used to collect equal opportunities data so positive action can be taken to facilitate disabled applicants being offered an interview by Hiring Managers.
- Options for applicants to request reasonable adjustments as part of the recruitment/selection process added as standard in application forms and/ or interview invitation emails.
- Completion of a disability passports on Staff Savvy will be offered to staff with their Line Managers when they change their disability status on the system . This will enable early identification of any reasonable adjustments and allow follow ups to determine actions have been taken.
- The optional participation in completing a Staff Savvy Wellness Action Plan will be offered to all new starters as part of the induction process and to existing staff should patterns of ill health due to poor mental health be identified.
- Support services and help details for various disabilities will be regularly shared in staff newsletters and on the resource library on Staff Savvy.
- After 3 years, action will be taken to renew of our commitment .

5. CHANGE HISTORY

SOP no.	Effective Date	Significant Changes	Previous SOP no.

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6. USEFUL LINKS.

Disability Confident Employer Scheme

<http://www.gov.uk/disability-confident>

Access to Work Guide

<https://www.gov.uk/government/publications/access-to-work-guide-for-employers>

CIPD and MIND – Supporting Mental Health at Work

<https://www.cipd.co.uk/knowledge/culture/well-being/mental-health-support-report>

MIND – Mental Health at Work Gateway

<https://www.mind.org.uk/workplace/mental-health-at-work-gateway/>

MSK Health in the Workplace Toolkit

[https://wellbeing.bitc.org.uk/sites/default/files/business_in_the_community_musculoskeletal toolkit.pdf](https://wellbeing.bitc.org.uk/sites/default/files/business_in_the_community_musculoskeletal_toolkit.pdf)