Disability-friendly employers –

The ‘Two Ticks’ Symbol

What is the Disability Symbol?
The disability symbol is made up of two ticks and the words ‘positive about disabled people’. The symbol is awarded by Jobcentre Plus to employers in England, Scotland and Wales who have agreed to take action to employ, keep and develop the abilities of disabled staff.

How is the symbol relevant to me as a jobseeker or employee?
There are employers all over Great Britain who use the disability symbol. They range from small to very large organisations in all different types of business. Employers use this symbol to demonstrate that they are positive about employing disabled people and want to encourage disabled people to find out more about working with them.

What commitments do employers make?
Employers who use the disability symbol make five commitments regarding recruitment, training, retention, consultation and disability awareness:

1. to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities
2. to discuss with disabled employees, at any time but at least once a year, what both parties can do to make sure disabled employees can develop and use their abilities
3. to make every effort when employees become disabled to make sure they stay in employment
4. to take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work
5. to review these commitments each year and assess what has been achieved, plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans

What vacancies does the Disability Symbol apply to?
All vacancies based in Great Britain (GB) where the employer has been awarded the Disability Symbol. It is only applicable to vacancies where the posts will be located in England, Scotland or Wales. Employers that use the Symbol, but are advertising vacancies based outside of GB are not obliged to use the Disability Symbol criteria during recruitment.

What does it mean if I see the Disability Symbol on a job advert?
It means the employer will guarantee to interview you if you meet the minimum criteria for that job. Find out from the employer what the minimum criteria are. That way, you’ll have a good idea of whether it’s worth applying and what to expect.
Where else might I see the Disability Symbol?
As well as on job adverts you will see the symbol displayed on application forms and other marketing material.

What if I’m already employed by a symbol user?
This means you’ll have the opportunity to say if you feel that more can be done to develop you to enable you to use your abilities fully. The guaranteed interview promise also applies to internal vacancies advertised within your organisation, provided that you meet the minimum criteria for the job.

What happens if I become disabled or there are changes to my disability whilst working for my employer?
If this should happen and there are aspects of your present employment which make it difficult for you to carry on in the same work, as a symbol user your employer will do all they can to make sure you can stay in a job.

How does the Equality Act (EA) affect disability symbol using employers?
Symbol using employers are covered by the EA in the same way as other employers. The action that they take as a symbol user is in addition to any obligations placed on them by the Act, and in no way affects your rights as a disabled person under this Act.

Where can I get a list of employers who are Symbol users?
A list of national and local symbol users is available from your Health & Disability Employment Adviser (HDEA). You can contact the HDEA through your local JobCentre Plus office.

You can find out more about the disability symbol from the following Government website: www.gov.uk/looking-for-work-if-youre-disabled/looking-for-a-job

What if I need independent advice about my specific situation?

Equality Advisory Support Service (EASS)
The Government has commissioned a new Equality Advisory Support Service (EASS) to replace the Equality and Human Rights Commission (EHRC) Helpline. The new service is aimed at individuals who need more expert advice and support on discrimination than advice agencies and other local organisations can provide.

• It will give bespoke advice to individuals across the whole of Great Britain on discrimination issues.
• It will explain legal rights and remedies within discrimination legislation, across the three nations. It will explain options for informal resolution and help people to pursue them.
• It will refer people who cannot or do not wish to go down this road to conciliation or mediation services.
• It will help people who need or want to seek a legal solution by helping to establish eligibility for legal aid and if they are not eligible, to find an accessible legal service or to prepare and lodge a claim themselves. The EASS will work collaboratively with the organisations from whom it receives referrals and where the individual consents, let them know the outcome of cases they refer.
• The new service will work closely with EHRC, referring on potential test cases and sharing information to inform the EHRC's wider work on equality.

Contact the Equality Advisory and Support Service

Phone: 0800 444 205
Textphone: 0800 444 206

Opening hours:
09:00 to 20:00 Monday to Friday
10:00 to 14:00 Saturday
closed on Sundays and Bank Holidays

Website:  www.equalityadvisoryservice.com/

Post: FREEPOST Equality Advisory Support Service FPN4431

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