

Inclusion Policy

Version 2032/A

The following policy highlights O'Brien Media's commitment to inclusion across our business: both to potential applicants and to staff.

We are a Disability Confident Leader and our business commits to the following policies:

- To applicants, we commit to:
- Actively attracting and recruiting disabled people to help fill your opportunities (including jobs, apprenticeships, internships, work experience, etc.
- Providing a fully inclusive and accessible recruitment process
- Offering an interview to disabled people who meet the minimum criteria for the job.
- Being flexible when assessing people so disabled job applicants have the best opportunity to demonstrate that they can do the job.
- Advertising vacancies and other opportunities through organisations and media aimed particularly at disabled people

To employees, we commit to:

- Proactively offering and making reasonable adjustments as required.
- Ensuring employees have sufficient disability equality awareness training.
- Providing an environment that is inclusive and accessible for staff, clients and customer.
- Offering other innovative and effective approaches to encourage disabled people to apply for opportunities and supporting them when they do.
- Supporting employees to manage their disabilities or health conditions.
- Ensuring there are no barriers to the development and progression of disabled staff.

- Ensuring managers are aware of how they can support staff who are sick or absent from work.
- Valuing and listening to feedback from disabled staff.
Providing mentoring, coaching, buddying and or other support networks for staff.
- Including disability awareness equality training in our induction process.
- Guiding staff to information and advice on mental health conditions.
- Providing occupational health services if required.
Providing all team members with specific Disability Confident training

As a business, we ensure that we are:

- Promoting a culture of being Disability Confident.
- Encouraging our suppliers and partner firms to be Disability Confident.
- Identifying and sharing good practice.
- Reviewing this Disability Confident employer inclusion self-assessment regularly. (At least annually)

We encourage all businesses and partners to become 'Disability Confident'.

You can find out more about this Government-backed scheme at <https://disabilityconfident.campaign.gov.uk/>

What is the Disability Confident Scheme?

Disability Confident is creating a movement of change, encouraging employers to think differently about disability and take action to improve how they recruit, retain and develop disabled people.

Being Disability Confident is a unique opportunity to lead the way in your community, and you might just discover someone your business cannot do without.

It was developed by employers and disabled people's representatives to make it rigorous but easily accessible, particularly for smaller businesses.

<https://disabilityconfident.campaign.gov.uk/>

