



## Staff Disability Policy

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<b>Related Policies &amp; Procedures</b>	<a href="#">Anti-Bullying and Harassment Policy</a> <a href="#">Digital Accessibility Guides</a> <a href="#">Flexible Working Arrangements: Policy and Procedure</a> <a href="#">LSHTM Accessibility Documents</a> <a href="#">Management of Stress at Work Policy</a> <a href="#">Recruitment and Selection Procedure</a> <a href="#">Sickness Absence Management: Policy and Procedure</a> <a href="#">Student Disability Support</a> <a href="#">Supporting Disabled Staff at LSHTM</a>

### 1. SCOPE

- 1.1 This document outlines LSHTM's policy with regards to disability in employment. This policy applies to all staff employed on LSHTM terms and conditions of service.
- 1.2 Information about support for students can be [found here](#).
- 1.3 LSHTM aims is to move towards an approach to disability inclusion based on the Social Model of Disability. The social model says that people are disabled by barriers in society, not by their impairment or difference. As such, the language of this policy follows that used within the social model.
- 1.4 LSHTM recognises that the words we use to describe identities change over time and stresses that it is important to respect and use the language people have chosen to describe and define themselves.

### 2. PURPOSE AND OVERVIEW

- 2.1 The London School of Hygiene and Tropical Medicine's (LSHTM) mission is to improve health and health equity in the UK and worldwide. Embracing and valuing our diverse staff and student community and embedding inclusive practice across all operations is an essential element in enhancing LSHTM's contribution to the improvement of health worldwide.



2.2 We are committed to fostering a supportive, enabling, and inclusive environment, where all individuals are treated with dignity and respect, and where there is equality of opportunity for all regardless of characteristics or background.

2.3 Disability is one of the nine protected characteristics under the Equality Act 2010. The act states that public bodies, in the exercise of their functions, must have due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act.
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

2.4 LSHTM is a [Disability Confident Employer](#). This means LSHTM is committed to:

- actively attracting and recruiting disabled people
- making reasonable adjustments where possible at all stages of the recruitment process and within employment
- offering an interview to all applicants who apply under the Guaranteed Interview Scheme and meet the minimum criteria for the role
- creating an inclusive environment for disabled staff to thrive in the workplace.

2.5 Under the Disability Confident Scheme, LSHTM has committed to the following in terms of recruitment:

- Provide a fully inclusive and accessible recruitment process
- Offer an interview to disabled people who meet the minimum essential criteria for the job (as outlined in the job description)
- Make reasonable adjustments as required
- Provide job shadowing opportunities

2.6 Under the Disability Confident Scheme, LSHTM has committed to the following in terms of employment:

- Encourage our suppliers and partner firms to be Disability Confident
- Ensure employees have sufficient disability equality awareness
- Promote a culture of being disability confident
- Support employees to manage their disabilities or health conditions
- Ensure managers are aware of how they can support staff who are sick or absent from work
- Value and listen to feedback from disabled staff

### 3. POLICY

3.1 Disability is one of nine protected characteristics under the Equality Act (2010). This protects people from being discriminated against because:



- they are disabled
- someone thinks an individual is disabled (this is known as discrimination by perception)
- they are connected to disabled person (this is known as discrimination by association).

3.2 The Equality Act 2010 defines disability as having a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on a person's ability to do normal day-to-day activities. For the purposes of the act:

- Substantial means neither 'minor' or 'trivial'. When assessing whether the effect of an impairment is substantial the time taken by a person with an impairment to carry out a normal day-to-day activity should be considered.
- Long term means that the effect of an impairment has lasted or is likely to last for at least 12 months (there are special rules covering recurring or fluctuating conditions).
- Day-to-day activities are considered activities people do on a regular or daily basis e.g., shopping, reading and writing, and using the telephone.

3.3 The Act states that people with long-term health conditions, including HIV, cancer, or multiple sclerosis, are deemed to be disabled. The person is protected by the Act from the point of diagnosis. People with neurodivergent conditions or have had a disability in the past that meets this definition are also covered by the scope of the Act.

3.4 Under the Equality Act, LSHTM has a duty to make reasonable adjustments for disabled people. A 'reasonable adjustment' is a change or adaptation to the working environment or schedule that has the effect of removing or minimising the barriers within the environment that impact the disabled person in the workplace. This is to ensure the disabled person can undertake their job duties, or apply for a job, without being at a disadvantage.

3.5 An employer must consider making reasonable adjustments, in consultation with the disabled person, if:

- they become aware of the individual's impairment
- they could reasonably be expected to know an individual has an impairment
- the individual asks for adjustments to be made
- the individual is having difficulty with any part of their job
- either the employee's sickness record, or delay in returning to work, is linked to their impairment.

3.6 Reasonable adjustments include, but are not limited to:

- changing a disabled employee's terms and conditions of employment or working arrangements – maybe their hours, shift pattern or a move to flexible working
- providing extra time for a test as part of a selection exercise
- making alterations to the estate e.g. changes to the layout of furniture, installing ramps
- providing additional equipment, IT software or employing a support worker.

Cost is not usually a factor in assessing whether a recommended adjustment is reasonable.



#### 4. LINK TO PROCEDURE

[Supporting Disabled Staff at LSHTM – Procedure and Guidance](#)