

Code of Practice for the Employment of People with a Disability in the Irish Civil Service



An Roinn Airgeadais
Department of Finance
EQUALITY UNIT

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For copies of this Code of Practice in alternative formats, please contact the Equality Unit, Department of Finance on equality@finance.gov.ie or by phone 01 - 604 5443 or fax 01 604 5459

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Part 1

Introduction

1. The Civil Service is committed to equality of opportunity in all its employment practices. In relation to persons with disabilities, the Civil Service is strongly committed to the development and implementation of improved measures to promote and support the employment of persons with disabilities. Through its policies it will aim to ensure that persons with disabilities are placed in jobs that are matched to their skills and abilities and are not disadvantaged by their disabilities. The Civil Service will endeavour to meet the requirements to which some disabilities give rise so as to maximise access to employment for persons with disabilities and enable employees with disabilities to make the fullest possible contribution to the work of their Departments and Offices.

2. Following a review by consultants (Murphy, C et al. 2002, refer to Appendix K) of the current policies in place in the Civil Service for the management of disability issues, the Government approved proposals to improve the operation of policies, including:
 - the development of a new code of practice for the Civil Service
 - a more effective approach to monitoring the number of employees with disabilities
 - the appointment of a Disability Advisory Officer (DAO) to advise on the development of a new Code of Practice and to build up a body of expertise which can be drawn on by individuals in Departments and Offices.

3. The Civil Service policy on the employment of persons with disabilities aims to create a working environment in which differences are respected and in which people; employees, clients and customers are valued as individuals.
4. In accordance with the provisions of the Employment Equality Acts, 1998 and 2004, no employee, or job applicant to the Civil Service, will receive less favourable treatment on the grounds of disability.
5. The Civil Service is committed to ensuring that all of its human resource management practices and procedures are fair and equitable and in accordance with the law.
6. This Code of Practice is based on the principle that persons with disabilities have the potential to contribute equally to Departmental and Office objectives and that the management of disability issues is in accordance with good human resource development and good management practice.

Definition of Disability

7. **Disability** is defined in the Disability Act 2005 as:
“disability, in relation to a person, means a substantial restriction in the capacity of the person to carry on a profession, business or occupation in the State or to participate in social or cultural life in the State by reason of an enduring physical, sensory, mental health or intellectual impairment”

8. **Disability** is also defined in the Employment Equality Acts 1998 and 2004 in the following terms:
 - (a) the total or partial absence of a person's bodily or mental functions, including the absence of a part of a person's body,
 - (b) the presence in the body of organisms causing, or likely to cause, chronic disease or illness,
 - (c) the malfunction, malformation or disfigurement of a part of a person's body,
 - (d) a condition or malfunction which results in a person learning differently from a person without the condition or malfunction, or
 - (e) a condition, illness or disease which affects a person's thought processes, perception of reality, emotions or judgement or which results in disturbed behaviour, and shall be taken to include a disability which exists at present, or which previously existed but no longer exists, or which may exist in the future or which is imputed to a person.

9. Departments and Offices, as employers and service providers, are subject to the provisions of equality legislation, particularly the Employment Equality Acts 1998 and 2004, the Equal Status Act 2000 to 2004 and the Disability Act 2005.

Responsibility

10. Responsibility for the implementation of equality of opportunity for persons with disabilities lies with the Head of each Department and Office or a person designated by the Head of each Department and Office. Clear and effective designation of responsibility and accountability is critical to the effective implementation of this Code of Practice.
11. In accordance with the Disability Act 2005, Departments and Offices as employers are required to provide employment opportunities for persons with disabilities. In so doing Departments and Offices are expected to give a level of assistance to persons with disabilities such that they will be in a position to fully carry out their job, unless the level of assistance required would constitute a disproportionate burden on the Department or Office.
12. The Employment Equality Acts 1998 and 2004 provide guidance on the responsibilities of employers:
 - (a) Employers are required to take appropriate measures where needed in a particular case, to enable a person with a disability:
 - to have access to employment
 - to participate or advance in employment
 - to undergo trainingunless the measures would impose a disproportionate burden on the employer.
 - (b) In determining whether measures would impose such a burden, the following shall be taken into account:
 - the financial and other costs entailed
 - the scale and financial resources of the employer's business

12. continued

- (c) Appropriate measures to be taken in relation to a person with a disability mean:
- effective and practical measures, where needed in a particular case, to adapt the employer's place of business to the disability concerned
 - including the adaptation of premises and equipment, patterns of working time, distribution of tasks or the provision of training or integration of resources but not including any treatment, facility or thing that the person might ordinarily or reasonably provide for himself or herself
- (d) The requirement to undertake appropriate measures is based on the understanding that:
- a person who has a disability is fully competent and available to undertake, and fully capable of undertaking, any duties, if the person would be so fully competent and capable on provision of reasonable accommodation (appropriate measures) by the Department or Office.

13. Employees (refer to Appendix A for detail) with specific responsibilities in respect of equality of opportunity for persons with disabilities will be accountable to the Head of each Department and Office.

14. Data provided to Personnel sections for the purposes of the provision of reasonable accommodation or any other purpose will be treated in confidence and used only for the purposes of supporting persons with disabilities in the working environment.

Positive Action

15. The Civil Service recognises the importance and, in some cases, the necessity, of positive action in accordance with law, in creating real equality of opportunity for persons with disabilities.

16. In accordance with equality legislation, Departments and Offices should provide for persons with disabilities *special treatment or facilities*, where the provision of that treatment or those facilities
 - enables or assists that person to undertake vocational training
 - enables or assists that person to take part in a selection process or to work
 - provides that person with a training or working environment suited to the disability
 - assists that person in relation to vocational training or work
 - protects the health and safety at work of persons with a disability
 - creates or maintains facilities for safeguarding or promoting the integration of such persons into the working environment

17. The enactment of the Disability Act 2005, in particular Section 49 means that Departments and Offices can expand the range of positive actions for the employment of persons with disabilities to ensure compliance with employment targets. The actions may comprise of:
 - providing training or education for the purpose of qualifying persons with disabilities for specific posts or employment
 - amending the requirements for particular posts or employments, thereby enabling persons with disabilities to compete

Positive Action continued

- filling of employment vacancies by suitably qualified persons with disabilities, either for a specified period or until compliance with the Act has been achieved
- holding recruitment competitions confined to persons with disabilities
- making reasonable alterations to the work premises or environment
- providing disability awareness information in the workplace

Monitoring and Review

18. The implementation of the strategies proposed in this Code of Practice should be reviewed by the Head of each Department and Office and the Departmental Partnership Committee at least once a year. In particular the Head of each Department and Office, in consultation with the Department of Finance, should put in place measures to evaluate periodically the effectiveness of the measures in place on the employment and career progression of persons with disabilities in that Department or Office.

Key HR Areas

19. Research (Murphy, C et al. 2002, refer to Appendix K) conducted into the employment and career progression of employees with disabilities identified a higher proportion of employees with disabilities in the lower grades. The lower level of educational attainment of persons with disabilities entering the service and an overall experience of less job mobility were identified as important factors in the absence of career progression. The Disability Act 2005, in addressing the employment of persons with disabilities in Section 49, places emphasis on the role of training and education in assisting persons with disabilities to qualify for specific posts or employment.

20. Part 2 of this Code of Practice outlines a set of principles, actions and responsibilities for Departments and Offices to implement during each stage of career development for employees with disabilities. This Code of Practice also provides for monitoring in relation to each stage of the process to ensure progress.

21. The key human resource areas covered in Part 2 of this Code of Practice are:
 - Recruitment and Selection
 - Work Experience
 - Initial Appointment
 - Induction
 - Probation
 - Performance Management and Career Development
 - Retention

Part 2

Recruitment and Selection

22. Principles

The following principles are to be applied in the recruitment and selection of persons with disabilities in the Civil Service.

23. The Civil Service has a policy of equality of opportunity and selection on merit by means of fair and open competition.

24. As a positive measure, it is the policy of the Civil Service that competitions or sub-panels will be held from time to time with the aim of ensuring that three per cent of all recruits to the Civil Service are persons with disabilities.

25. Recruitment to all positions within the remit of the Public Service Management (Recruitment and Appointments) Act 2004 is subject to Codes of Practice published by an independent body, the Commission for Public Service Appointments (CPSA).

26. The CPSA has published a Code of Practice entitled “Appointment of Persons with Disabilities to Positions in the Civil Service and Certain Public Bodies”, which sets out the principles and standards to be applied in the recruitment and selection process of persons with disabilities. (reference Appendix K)

27. The principles are (refer to Appendix B for detail):

- Probity
- Appointments made on merit
- An appointment process in line with best practice
- A fair appointments process applied with consistency
- Appointments made in an open, accountable and transparent manner

28. Actions

The following actions are to be applied in the recruitment and selection of persons with disabilities in the Civil Service.

29. Departments and Offices can apply for a recruitment licence from the CPSA in order to conduct appointment processes specifically targeted at persons with disabilities to ensure compliance with the Government recruitment target of 3 per cent in the Civil Service.
30. Those responsible for recruitment and selection processes need to be able to demonstrate that they have complied with the principles outlined in the Code of Practice (No. 03/07 Appendix K for reference), published by the CPSA.
31. Publicity for competitions should include a statement affirming the Civil Service commitment to equality of opportunity for all candidates.
32. Websites containing information on recruitment campaigns and selection processes should be set up in accordance with the most up-to-date accessibility standards (www.accessit.nda.ie, refer to appendix K for reference), to enable access by the widest possible audience.
33. Those responsible for recruitment and selection processes should ensure to offer and provide reasonable accommodation requested by candidates with disabilities during the recruitment and selection process.
34. Recruitment and selection processes should be fully documented and effective management systems and arrangements should be in place.

35. Those responsible for recruitment need to monitor and evaluate their processes and take positive initiatives to address any matters arising.
36. This Code of Practice should be brought to the attention of selection boards.
37. Disability awareness training should be provided to selection boards.
38. Complaints received from candidates with disabilities in relation to recruitment and selection processes should be addressed by following the procedures set out in the Code of Practice No. 03/07, published by the CPSA. (reference Appendix K)

39. Responsibilities

The following employees have specific responsibilities in the recruitment and selection of persons with disabilities to their Department or Office.

40. Personnel Officers

Personnel Officers in each Department and Office should ensure that:

41. There is an increased awareness of the three per cent recruitment target of persons with disabilities within their Department or Office.
42. This Code of Practice and those published by the CPSA are adhered to when recruiting and selecting persons with disabilities.
43. An ongoing audit is maintained of the number of candidates with disabilities in competitions, the number who pass and the number who are subsequently recruited to their Department or Office.

44. Qualitative and quantitative data in relation to the monitoring arrangements in this section is provided to the Equality Unit of the Department of Finance on an annual basis.

45. Candidates

46. It is the responsibility of candidates with disabilities, when applying to the Civil Service, to advise the recruiting Department or Office of reasonable accommodations required, so that candidates with disabilities can perform on an equal basis with other candidates during the recruitment and selection process.

47. Candidates may contact the recruiting Department or Office in advance of participating in a selection process to advise of accommodations required or, complete a Needs Identification Questionnaire that will be provided to all candidates as part of the selection process (refer to Appendix C).

48. Monitoring Arrangements

The Department of Finance will annually, within three months of year end, collect from Departments and Offices qualitative and quantitative data in relation to the recruitment and selection of persons with disabilities. Information will also be collected about recruitment carried out by the Departments or Offices under licence. The following details will be requested.

49. The number of competitions by grade.

50. The number of vacancies by grade.

51. The number of candidates with disabilities who applied by grade.

52. The number and type of accommodations requested by candidates with disabilities during the recruitment and selection process by grade.
53. The number and type of reasonable accommodations provided to candidates with disabilities during the recruitment and selection process by grade.
54. The number of candidates with disabilities who were appointed by grade.
55. If there were complaints about the recruitment and /or selection process, the number and nature of the complaints.
56. The number of complaints addressed and /or resolved.

Work Experience

57. Principles

The following principles are to be applied in relation to the provision of work experience for persons with disabilities in the Civil Service.

58. The Civil Service is committed to providing as many employment opportunities as possible in order to increase the participation of persons with disabilities in the workplace.

59. Work experience can offer persons with disabilities the opportunity to undertake organised tasks in a temporary capacity, providing practical experience of working in the Civil Service.

60. Actions

The following actions are to be applied in relation to the provision of work experience for persons with disabilities in the Civil Service.

61. Each year, Departments and Offices should offer a number of work experience placements for a specific length of time, of less than one year, to persons with disabilities (Excluding Order required).

62. Work experience can be made available to persons with disabilities;

- As part of an academic programme
- As a term time replacement
- As specific projects become available

63. Departments and Offices should assign mentors to persons with disabilities on work experience. Mentors will assist persons with disabilities in their professional development and guide them in identifying and developing the skills and competencies required to be successful in the workplace.

64. Departments and Offices should seek feedback from persons with disabilities who completed a work experience placement. In each case an exit interview should be conducted.

65. Responsibilities

The following employees have specific responsibilities in the provision of work experience for persons with disabilities in their Department or Office.

66. Line Managers

Line Managers in each Department and Office should:

67. Review the work available in their area and designate a project or series of organised tasks for persons with disabilities on an annual basis.

68. Advise the Personnel Officer of the nature of a project or organised tasks available and the timeframe for completion.

69. Personnel Officers

Personnel Officers in each Department and Office should ensure to:

70. Support and participate in work experience projects organised by the Equality Unit, Department of Finance.

- 71. Initiate partnerships with educational establishments, with the commitment of offering students work experience placements.
- 72. Consider reserving a percentage of term time replacements for persons with disabilities each year.

73. Monitoring Arrangements

The Department of Finance will, each year collect from Departments and Offices data in relation to the provision of work experience placements for persons with disabilities, specifically;

- 74. Details of any partnerships formed and/or commitments given.
- 75. The grade, number and type of work experience placements offered to candidates with disabilities.
- 76. The grade, number and type of work experience placements filled by candidates with disabilities.

Initial Appointment

77. Principles

The following principles are to be applied when appointing successful candidates with disabilities to posts within the Civil Service.

77a. When appointing successful candidates with disabilities to posts in the Civil Service, Departments and Offices should use their best endeavours to match successful candidates with disabilities to suitable posts.

77b. All successful candidates with disabilities from both internal and external competitions should be given the opportunity to provide information on a voluntary basis, in relation to reasonable accommodations they may require in the workplace, by completing a Workplace Accommodation Form (refer to Appendix D).

77c. Actions

The following actions are to be applied when appointing successful candidates with disabilities to posts within the Civil Service.

77d. Departments and Offices should, with the permission of successful candidates, review the details completed on the Needs Identification Questionnaire and organise reasonable accommodations similar to those provided in the recruitment and selection process, where required by the successful candidate in the new working environment.

- 77e. Departments and Offices should require all appointees, regardless of disability to complete official documentation, for example a contract of employment, Official Secrets Act, a health and character self - declaration form (refer to Appendix E for reference).
- 77f. The health part of the self - declaration form requires appointees to declare if they have the necessary level of fitness to carry out the post offered.
- 77g. Appointees with disabilities may be required to provide further information on the status of their health and fitness to the Civil Service Occupational Health Unit so that reasonable accommodations can be identified and provided by the Department or Office.
78. Successful candidates with disabilities should be invited to the proposed Department or Office to discuss the nature of the work offered and the proposed work location.
79. Departments and Offices should conduct a needs assessment in consultation with successful candidates with disabilities using a Workplace Accommodation Form (refer to Appendix D for reference).

80. Responsibilities

The following employees have specific responsibilities when appointing successful candidates with disabilities to posts within the Civil Service.

81. Personnel Officers

Personnel Officers in each Department and Office should:

82. Consult appointees with disabilities in order to arrange a visit to the proposed new workplace and document accommodations required on a Workplace Accommodation Form.
83. Ensure reasonable accommodations are in place and operational before a start date is agreed.
84. Once a start date is agreed, confirm to successful candidates with disabilities the following details in an accessible format:
 - location, date and time to report for work
 - procedures to access the Department or Office
 - contact name on arrival
 - outline accommodations provided, if any
 - induction schedule and contents
85. Advise the date and time of arrival of successful candidates with disabilities to the following employees, as appropriate;
 - Accommodation Officer
 - Disability Liaison Officer
 - Health and Safety Officer
 - IT Officer
 - Line Manager
 - Reception

86. Monitoring Arrangements

87. The Department of Finance will, each year seek details from Departments and Offices on arrangements in place for initial appointment of candidates with disabilities.

Induction

88. Principles

The following principles are to be applied when inducting employees with disabilities in the Civil Service.

89. Induction is an ongoing, managed process, the purpose of which is to integrate employees with disabilities in a planned and systematic manner into the Civil Service.

90. Each Department and Office should have an induction policy and an established set of induction practices which apply when employees with disabilities;

- join the Civil Service
- transfer to another Department or Office
- return from an extended period of leave

91. Actions

The following actions should be taken when inducting employees with disabilities in the Civil Service.

92. All employees involved in the induction process for employees with disabilities should be trained, at the minimum in disability awareness training.

93. A copy of this Code of Practice should be included in induction packs for persons with disabilities.

94. The range of services available within Departments and Offices for employees with disabilities should be highlighted.

- 95. Contact details of employees within Departments and Offices with responsibility for providing services to employees with disabilities should be provided.
- 96. An orientation of Departments and Offices should be included.
- 97. A demonstration of the operation of personal workplace accommodations should be provided.
- 98. A demonstration of emergency evacuation procedures should be provided.
- 99. Induction in each case should take place at the earliest possible time.

100. Responsibilities

The following employees have specific responsibilities when inducting employees with disabilities in the Civil Service.

101. Training Officers

Training Officers have responsibility for developing induction policy and practices for employees with disabilities and for implementing aspects of the induction process. Specifically Training Officers should ensure that the:

- 102. Induction information is made available to employees with disabilities in an accessible format.
- 103. Induction presentation, schedule and contents meet the needs and experience of employees with disabilities.

104. Disability Liaison Officers

It is the responsibility of Disability Liaison Officers to:

- 105. Make contact and welcome new employees with disabilities to the Department or Office.
- 106. Provide reasonable accommodation within four weeks of receiving a request, where practicable.

107. Line Managers

Line Managers have primary responsibility for the induction of employees with disabilities into their local unit. It is a matter for Line Managers to ensure that employees with disabilities integrate through a mix of formal and informal learning which is tailored to the needs of the individual and the post assigned. Specifically, Line Managers should;

- 108. Welcome employees with disabilities to the unit.
- 109. Introduce new employees with disabilities to their colleagues who will be working with them.
- 110. Clarify the role profile and identify working needs.
- 111. Ensure new employees with disabilities have the reasonable accommodations requested and that they are operational.
- 112. Ensure that employee facilities are made known to new employees with disabilities.
- 113. Make arrangements for formal and on the job training as required.

- 114. Consider adjusting the role, as required and if reasonable.
- 115. Seek feedback from employees with disabilities on the induction process.
- 116. Review induction procedures taking into account feedback from employees with disabilities.

117. Employees with Disabilities

- 118. Employees with disabilities should participate in the induction process with a view to integrating and attaining competence at work.
- 119. Employees with disabilities who require reasonable accommodations in their workplace should ensure to complete or have input to the Workplace Accommodation Form (refer to Appendix D for reference) and submit it to their Disability Liaison Officer.

120. Monitoring Arrangements

The Department of Finance will, each year collect from Departments and Offices data in relation to the induction of employees with disabilities, specifically;

- 121. Information on the induction process provided.
- 122. The number of employees with responsibility for induction that have been trained in disability awareness training.
- 123. The number of employees with disabilities who participated in an induction process.

Probation

124. Principles

Employees with disabilities should be subject to the normal probation procedures in place in Departments and Offices. The Guidelines on Probation issued by the Department of Finance in December 2006 provide a framework within which probation for all employees should be managed. Each Department and Office must ensure that there are detailed arrangements in place for the management of probation within their own organisation.

125. Actions

The following actions are to be applied in the management of performance during probation of employees with disabilities in the Civil Service.

126. Managers and supervisors of employees with disabilities should have access to disability awareness training.
127. Staff on probation will join the Performance Management Development System (PMDS) cycle and complete a Role Profile Form as soon as possible. In completing the Role Profile form, accommodations that may be required by persons with a disability should be discussed so that targets and objectives set are realistic and achievable.

128. Responsibilities

129. Personnel Officers

130. Personnel Officers are responsible for ensuring that arrangements are in place for managing employees on probation and that supervisors and managers are aware of them. They should ensure that:

- Probation forms are in an accessible format.

131. Line Managers

Line Managers should:

132. Ensure that probationary procedures are complied with and timescales are met.

133. Consider what support, training or development may be needed to ensure high standards of performance.

134. Review targets and role profiles where necessary so that employees with disabilities can deliver optimum performance.

135. Have regard to any accommodations agreed when assessing probationer against performance criteria.

136. Employees with Disabilities

Employees with disabilities should;

137. Participate in the probationary process.

138. Take responsibility for their probationary period by seeking feedback on their performance and requesting the accommodations, training and or coaching they need to achieve the standard of performance required.

139. Monitoring Arrangements

The Department of Finance will collect from each Department and Office each year data in relation to:

- 140. The numbers of probationers with disabilities.
- 141. The number of probationers who were dismissed during the probationary period or who were not appointed to permanent positions following the one year probationary contract.

Performance Management & Career Development

142. Principles

The following principles are to be applied during the performance management and career development of employees with disabilities in the Civil Service.

143. Having been recruited, employees with disabilities should be provided, to the greatest extent possible, with the opportunity to acquire the skills and experience necessary to advance their careers within the Civil Service.
144. To ensure equality of choice, equality of access and equality of participation in employment, training and development should be based on an employees capacity as an individual and competencies should be properly and fairly assessed in consultation with each employee with a disability through the Performance Management Development System (PMDS) (refer to Appendix F for detail).
145. Employees with disabilities should have the same access as their colleagues to the type of job placements and opportunities for job mobility.
146. Supports should be made available to encourage employees with disabilities to apply for promotion where it is identified that they are not currently doing so due to their disability.

147. Actions

The following actions are to be applied during the performance management and career development of employees with disabilities in the Civil Service.

148. Employees involved in decisions relating to career development and promotion should receive disability awareness training, including those involved in the assessment of applications, as well as those participating on interview panels.
149. Information about career development and promotion opportunities should be communicated in an accessible format.
150. All selection procedures in relation to promotion should be in line with best practice, including defining role profiles and selecting appropriate assessment mechanisms.
151. Employees with disabilities who apply for promotion should have the option of receiving detailed feedback on their performance during the selection process.
152. Employees with disabilities who apply for and achieve promotion may like to consider acting as a role model or mentor for colleagues.

153. Responsibilities

The following employees have specific responsibilities during the performance management and career development of employees with disabilities in the Civil Service.

154. Training Officers

Training Officers in each Department and Office should ensure that:

- 155. Advertising of post entry education programmes and training courses are publicised in an accessible format.

- 156. Every effort is made to enable employees with disabilities to participate in post entry education programmes and training courses organised by Departments and Offices.

- 157. Participation of employees with disabilities in post entry and training courses is maximised by consideration given to adjusting time schedules, venues and programmes, under the remit of Departments and Offices.

- 158. Details regarding accommodations required should be sought when communicating details regarding post entry education programmes or training courses.

- 159. Feedback is sought from employees with disabilities who participate in post entry education programmes and training courses.

160. Personnel Officers

Personnel Officers in each Department and Office should:

- 161. Ensure that documentation in relation to PMDS is in an accessible format.

162. Line Managers

Line Managers in each Department and Office should:

- 163. Ensure performance management and development discussions take place within the specified timeframe.
- 164. Complete and agree role profiles, interim review and end of year assessments with employees with disabilities.
- 165. Manage the performance and development of employees with disabilities on an ongoing basis
- 166. Encourage an open and supportive climate to promote two-way communications.
- 167. Provide career advice and guidance to employees with disabilities.
- 168. Support employees with disabilities who express an interest in developing their skills and knowledge.
- 169. Adjust posts so that employees with disabilities can act in different or higher positions to develop new skills.

170. Employees with Disabilities

Employees with disabilities in each Department and Office should;

- 171. Participate in the performance management and development process.
- 172. Take responsibility for their career development.
- 173. Acquire the necessary skills and competence required for career progression.

174. Monitoring

The Department of Finance will, each year collect from Departments and Offices data in relation to the performance management and career development of employees with disabilities, specifically;

- 175. The number of employees with disabilities that applied for post entry education programmes or training courses.
- 176. The number of post entry education programmes or training courses approved for employees with disabilities.
- 177. The number and type of reasonable accommodations provided for employees with disabilities attending post entry education and training courses.

Retention

178. Principles

The following principles are to be applied when retaining employees with disabilities in the Civil Service.

179. The Civil Service is committed to retaining employees with disabilities in the workplace and will offer assistance and provide reasonable accommodation to meet the needs of employees with disabilities in order to perform their duties at work.

180. If an employee acquires a disability, or an employees existing disability becomes more severe, the Civil Service will endeavour to continue to offer assistance and provide reasonable accommodation to facilitate employees with disabilities remaining in employment.

181. Actions

The following actions are to be applied when retaining employees with disabilities in the Civil Service.

182. Consult employees with disabilities regarding reasonable accommodations which Departments and Offices may provide to facilitate retention, such as;

- Job restructuring
- Retraining
- Redeployment to a suitable post
- Work from home

183. Source expertise in supporting employees with disabilities in the workplace (refer to Appendix A)

184. Conduct an exit interview with employees with disabilities who leave Departments and Offices.

185. Responsibilities

The following employees have specific responsibilities in the retention of employees with disabilities in the Civil Service.

186. Line Managers

Line Managers in each Department and Office should:

187. Consult with employees about reasonable accommodations required where a disability has been acquired or an existing disability becomes more severe.

188. Review reasonable accommodations put in place on a regular basis, using the Workplace Accommodation Form.

189. Disability Liaison Officers

Disability Liaison Officers in each Department and Office should:

190. Support employees with disabilities and their Line Manager in planning a retention strategy.

191. Advise HR and Personnel on options for retaining employees with disabilities.

192. Personnel Officers

Personnel Officers in each Department and Office should:

193. Review retention arrangements in place with employees with disabilities and their Line Managers.

194. Source expertise from the CMO's Office/Occupational Health Department, Employee Assistance Officer and external bodies with an expertise in supporting employees with disabilities in the workplace.

195. Monitoring Arrangements

The Department of Finance will, each year collect from Departments and Offices data in relation to the retention of employees with disabilities, specifically;

196. The number of employees who have acquired a disability since joining the Department or Office.

197. The number and type of reasonable accommodations made available to employees who have acquired a disability and those whose disability became more severe.

Part 3

Working Environment

198. Principles

The following principles apply in relation to the working environment of employees with disabilities in the Civil Service.

199. The Civil Service policy on the employment of persons with disabilities aims to create a working environment in which differences are respected and in which people; employees, clients and customers are valued as individuals.
200. Departments and Offices must take all reasonable steps to provide employees with disabilities with a workspace compatible with their particular needs. Account needs to be taken of both the interior and exterior working environment. Competent advice, from a person qualified to assess ergonomics, may be required to satisfy particular needs.
201. All buildings occupied by employees with disabilities should comply with the most up to date relevant building regulations in respect of access, egress and utilisation of buildings.

202. Actions

The following actions are to be applied in relation to the working environment of employees with disabilities in the Civil Service.

203. Buildings occupied by employees with disabilities should be accessibility audited by trained Access Auditors to ensure that Universal Access can be achieved as far as reasonably practicable.
204. Expert advice should be sought on how to optimise accessibility to historic buildings and heritage sites without compromising the historic fabric and integrity of a site.
205. Accessible lifts should be provided in all new buildings that have more than one floor and any new installation of lifts should comply with best practice guidelines or relevant standards (www.nda.ie, refer to Appendix K).
206. Buildings without suitable access, or buildings falling below a reasonable standard in this respect, should be progressively improved, subject to planning permission.

207. When selecting a suitable workspace for employees with disabilities, consideration should be given to the;

- entry/exit points of a building
- office location within building
- workstation design and layout
- car parking

taking into consideration the following;

- requests made by employees with disabilities on the Workplace Accommodation Form
- emergency evacuation procedures
- access to employee facilities

208. Where car parking facilities are available, there should be one space in every twenty five designated for employees with disabilities. These spaces should comply with best practice guidelines or relevant standards (www.nda.ie refer to Appendix K for reference).

209. Building surroundings and access routes to accessible entrances, including those from a car park used by employees with disabilities, should be designed to best practice guidelines or relevant standards (refer to appendix K for reference).

210. Where gradients on access routes are steeper than 1:20, both steps and ramps should be provided and designed in accordance with best practice.

211. Responsibilities

The following employees and organisations have specific responsibilities in relation to the working environment of employees with disabilities in the Civil Service.

212. Office of Public Works (OPW)

The OPW is responsible for the procurement of state buildings, many of which are occupied by employees with disabilities. The day-to-day maintenance of such properties falls to the occupying Department or Office while larger maintenance projects may be the responsibility of OPW. OPW will assist Departments and Offices in;

- 213. Buildings/Accessibility issues.
- 214. Raising awareness of the Design for All and Universal Access principles.
- 215. Providing training on Universal Accessibility Auditing Courses.
- 216. Advising on the suitability of buildings to rent or lease in relation to meeting the legislative requirements and the particular requirements of employees with disabilities.
- 217. Providing trained Access Auditors.
- 218. Carrying out Accessibility Audits on request from accommodation officers.
- 219. Providing Access Action Plans.

220. Accommodation Officers

Accommodation Officers in each Department and Office will;

221. Ensure that all reasonable measures are taken to minimise the physical or technical environmental barriers in existing, acquired or new buildings occupied by employees with disabilities.

222. Organise for an accessibility audit of buildings occupied by employees with disabilities every five years. Action plans based on the results to be revised each year.

223. Arrange for designation of a room or dedicated space in each Department and Office, for use in the following circumstances;

- First Aid, Minor Incidents
- Taking of Prescribed Medication
- Consultation regarding workplace accommodations

taking into consideration the following;

- Accessibility
- Area size
- Access to a telephone, emergency bell, light or signal
- Suitable furniture and first aid equipment

224. Maintain and make available to employees with disabilities, an access handbook (refer to appendix K for reference).

225. Ensure that employee car parks have spaces designated for employees with disabilities.

226. Disability Liaison Officers

Disability Liaison Officers will;

227. Arrange for an ergonomic appraisal of the workspace and general office environment in consultation with employees with disabilities, prior to newly-recruited employees with disabilities commencing their employment and when employees with disabilities move within or to a new Department or Office.

228. Promote information on and availability of alternative and accessible formats for all communications.

229. Line Managers

230. Line Managers in each Department and Office will consult employees with disabilities in selecting a workspace that meets individual needs and about specific equipment or furniture that may enhance their efficiency and effectiveness in the performance of their duties.

231. Inform Personnel Officer and Disability Liaison Officers of requirements arising.

232. Employees with disabilities

233. Employees with disabilities should ensure to complete a Workplace Accommodation Form in relation to provisions of reasonable accommodations in the working environment.

234. Employees with disabilities who have a Guide dog or Assistance dog (refer to appendix K for reference) should carry about them an identification card, giving details of the Guide or Assistance dog and the organisation where s/he was trained.

235. Monitoring

The Department of Finance will, each year collect from Departments and Offices data in relation to the working environment of employees with disabilities, specifically;

236. The number, types and cost of reasonable accommodations provided in relation to employees with disabilities, per year.

237. The number of car park spaces allocated for employees with disabilities.

238. The date of the last accessibility audit.

239. The actions arising from the last accessibility audit.

Health and Safety

240. Principles

The following principles apply in relation to the health and safety of employees with disabilities in the Civil Service.

241. Health and safety issues surrounding employees with disabilities should be dealt with in the context of the organisation's safety statement, and by way of hazard identification and risk assessment. Health and Safety Officers, Line Managers, Disability Liaison Officers (DLOs) and employees with disabilities should therefore coordinate their activities to ensure that all aspects of health and safety in the working environment are carefully taken into account.
242. Departments and Offices that are safe and healthy for employees with disabilities are also safer and healthier for all employees, clients and visitors.
243. Health and safety measures, designed to protect employees with disabilities from harm, should not be used to exclude employees with disabilities from the workplace or treat employees with disabilities less favourably. Residual risks that may be identified as part of the risk assessment process should be discussed with the employee in question and resolved or accepted as appropriate.
244. Where an employee with a disability is found to face a particular risk, it should not be assumed that this applies to all those with the disability or used to set automatic restrictions regarding their work.
245. Training for the evacuation of employees with disabilities is advisable for all employees.

246. DLOs and Health and Safety Officers, where possible should be provided with the opportunity to learn sign language.

247. Actions

The following actions are to be applied in relation to the health and safety of employees with disabilities in the Civil Service. Departments and Offices are required to:

248. Carry out a risk assessment (refer to appendix K for reference).
249. Assess doors, passageways, staircases, showers, washbasins, lavatories and workstations used or occupied directly by employees with disabilities taking into particular account the health and safety of employees with disabilities.
250. Prepare a Personal Emergency Evacuation Plan (PEEP - refer to appendix K for reference) for all employees with disabilities.

251. Responsibilities

The following employees have specific responsibilities in the relation to the health and safety of employees with disabilities in the Civil Service.

252. Health and Safety Officers

Health and Safety Officers in each Department and Office should;

253. Promote an atmosphere of awareness of health and safety.

254. Advise employees with disabilities as to their responsibilities in the event of an accident, incident or evacuation.

255. Provide health and safety training to all employees with disabilities, including employees who use Guide and Assistance dogs.

256. Prepare Personal Emergency Evacuation Plans' (PEEPs) in consultation with employees, in particular with sensory or physical disabilities and keep up to date.

257. Demonstrate PEEPs during fire drills.

258. Record and retain accident, incident and evacuation responses.

259. Disability Liaison Officers

Disability Liaison Officers in each Department and Office should:

260. Consult with the Health and Safety Officer in relation to health and safety matters of employees with disabilities.

261. Employees with Disabilities

Employees with disabilities in each Department and Office should:

262. Make themselves familiar with the nearest exit doors and assembly area.

263. Participate in their Personal Emergency Evacuation Plan during evacuation drills.

264. Monitoring Arrangements

The Department of Finance will, each year collect from Departments and Offices data in relation to the health and safety of employees with disabilities, specifically;

265. The number and type of major incidents/evacuations.

266. The number of emergency drills.

267. The number of Personal Emergency Evacuation Plans.

268. Whether a risk assessment was carried out and actions arising from it.

Part 4

269. Monitoring

270. The Department of Finance will continuously monitor the effectiveness of this Code of Practice in achieving the objective of improving the employment and career progression of employees with disabilities.

271. The Equality Unit in the Department of Finance will annually, within three months of year end, issue a questionnaire (refer to Appendix I) to Departments and Offices in relation to each section of the Code for completion in the first quarter of the following year. The Questionnaire will relate to each section of the Code as follows:

- Recruitment and Selection
- Work Experience
- Initial Appointment
- Induction
- Probation
- Performance Management and Career Development
- Retention
- Working Environment
- Health and Safety

272. In addition, Departments and Offices will be required to conduct a survey (refer to Appendix J) of their employees, to ascertain the percentage of employees with a disability. This information is required under Part V of the Disability Act 2005.

273. The data collected will be used to produce anonymous statistical reports to enable the Equality Unit in the Department of Finance to assess if the equal opportunities policy in relation to employees with disabilities and this Code of Practice are working effectively and to help frame new initiatives.

274. In accordance with the provisions of the Data Protection Acts concerning the processing of personal data by the Civil Service, the information gathered in the survey will not be used for any other purpose.
275. Statistics regarding the percentage of employees with disabilities will be published in an accessible format.

276. Review Date

277. This Code of Practice will be reviewed within three years from the date of publication.
278. This Code of Practice (No. 01/07) is prepared by the Civil Service Equality Unit, Department of Finance.

279. Appendices

- A. Roles and Responsibilities for Disability Management in the Irish Civil Service.
- B. Recruitment Principles as set out in the Commission for Public Service Appointments, Code of Practice: Appointment of Persons with Disabilities to Positions in the Civil Service and Certain Public Bodies, No. 03/07.
- C. Needs Identification Questionnaire (The Public Appointments Service).
- D. Workplace Accommodation Form.
- E. Health and Character Self - Declaration Form.
- F. An Overview of the Performance Management Development System.
- G. Examples of recognised professionals for the purpose of the verification of disabilities.
- H. Sample of Supports or Accommodations in the Irish Civil Service.
- I. Sample Questionnaire - Monitoring the Code of Practice for the Employment of People with a Disability in the Irish Civil Service.

J. Sample Survey “Count me In”, to monitor the 3% Employment Target.

K. References.

Appendices

Appendix A:

Roles and Responsibilities for Disability Management in the Irish Civil Service

Secretary General

The Secretary General of each Department or the Head of Office or a person designated by the Secretary General or Head of Office is responsible for ensuring the delivery of each action set out in this Code of Practice. Clear and effective designation of responsibility and accountability is critical to the effective implementation of this Code of Practice.

Department of Finance

The Equality Unit in the Department of Finance leads on equality policy and practice in respect of persons with disabilities in the Civil Service. The Equality Unit consults with key stakeholders, both internally and externally to promote and support the employment and career progression of persons with disabilities in the Civil Service.

Disability Subcommittee of General Council

The Disability Subcommittee of General Council comprises of representatives from the Department of Finance, the Unions and employees with disabilities. The function of the Disability Subcommittee of General Council is to deal with claims and proposals in relation to the conditions or service of civil servants with a disability under the Conciliation and Arbitration Scheme for the Civil Service. Meetings are held up to eight times per year.

Civil Service Occupational Health Department

It is the mission of the Chief Medical Officer and his team in the Civil Service Occupational Health Department to deliver a proactive occupational health service and to provide policy advice to Government Departments and Offices within the resources provided.

Line Managers

Line Managers have a key role in the implementation of this Code of Practice. Line Managers who have staff with a disability are responsible for ensuring that their staff have the opportunity to acquire the skills and experience necessary to advance their careers. This includes the responsibility for ensuring that reasonable accommodations, where required by employees with disabilities are provided.

Disability Liaison Officer

All Departments and Offices are required to appoint a Disability Liaison Officer (DLO). The Disability Liaison Officer should have a role profile and set of actions to complete each year. The DLO has a central role in ensuring the implementation of this Code of Practice. Ideally DLOs should be:

- Part of the Personnel/Human Resources function
- Adequately resourced to fulfil the role
- Provided with suitable training in relation to their role
- Selected by management based on interest and competence

Disability Liaison Officers Network

The Disability Liaison Officers Network comprises of Disability Liaison Officers representing each Government Department and Office. The network operates under the guidance of a committee, namely; a Chairperson, two Secretaries, and a Treasurer. The network meets every 6 weeks to discuss and highlight activity in relation to the recruitment and employment of persons with disabilities in the Civil Service. The network produces an Annual Report that is submitted to the Equality Unit in the Department of Finance.

Employee Assistance Officers

There are currently twenty seven Employee Assistance Officers employed in the Civil Service. The Mission of the Employee Assistance Service is to offer a quality resource and support service for all staff which positively affects individual health and well-being and organisational effectiveness.

Senior Officials Group on Disability

The Senior Officials Group on Disability, chaired by the Department of the Taoiseach, monitors progress in relation to the National Disability Strategy. It reports to the Cabinet Committee on Social Inclusion and comprises of officials from the Departments of Finance, Justice, Equality and Law Reform, Health and Children, Education and Science, Enterprise, Trade and Employment, Social and Family Affairs, Transport and the Marine, Environment, Heritage and Local Government and Communications, Energy and Natural Resources.

Monitoring Committee

Under Part V of the Disability Act 2005 a Minister of the Government shall establish a committee (which shall be known as “a monitoring committee”) in respect of the public bodies in relation to which he or she is the relevant Minister. A monitoring committee shall consist of not less than 5 members who shall be appointed by the relevant Minister concerned and of whom—

- (a) at least one is an officer of the relevant Minister,
- (b) one is representative of persons with disabilities and who may be a member of the staff of a public body,
- (c) one is representative of public bodies as employers or of employers generally, and
- (d) one is representative of employees of the public bodies concerned or of employees generally.

A monitoring committee shall—

- (a) appoint its chairperson,
- (b) meet not less than 3 times each year,
- Shall report each year in relation to the employment target of 3% as provided for in the Disability Act 2005

Appendix B:

Recruitment Principles as set out in the Commission for Public Service Appointments, Code of Practice: Appointment of Persons with Disabilities to Positions in the Civil Service and Certain Public Bodies, No. 03/07

Principle 1 Probity

A key objective of the Commission is to ensure acceptable standards of probity in all appointment processes. The principles established by the Commission in this Code are underpinned by the core values that define probity such as integrity, impartiality, fairness, reliability and ethical conduct. The Commission is concerned to nurture a values-based culture of trust, fairness, transparency and respect for all, and to ensure that probity standards are subject to consistent, rigorous standards and oversight through its audit function. Office holders must be committed to these values and must ensure that all aspects of the appointments process are managed ethically.

Principle 2 Appointments made on merit

Appointment on merit means the appointment of the best person for any given post through a transparent competitive recruitment process where the criteria for judging suitability of candidates can be related directly to the qualifications, attributes and skills required to fulfil the duties and responsibilities of the post. This fundamentally fair and just approach to dealing with applicants results in the selection of individuals whose competencies, abilities, experience and qualities best match the needs of the organisation in question. Merit is therefore an integral principle which must underpin all appointment practices.

Throughout any merit-based process, it is essential to ensure that the selection process does not provide unjustifiable advantage or disadvantage to any particular group of candidates. The selection process should embrace genuine equality of opportunity, and this should be integral to the processes by which appointments are made.

Principle 3 An appointment process in line with best practice

All appointment processes should be efficient, cost effective and in line with best practice. Best practice extends to all aspects of the appointment process including defining job and person specifications, marketing the vacancy, and selecting appropriate assessment mechanisms. It also includes providing training and supporting management arrangements to ensure the creation and maintenance of appropriate records.

Principle 4 A fair appointments process applied with consistency

The Commission wholly opposes any form of unacceptable or unlawful direct or indirect discrimination, whether active or passive. The selection process adopted and the manner in which it is applied must be undertaken with real commitment to equality of opportunity. Office holders have an obligation to treat candidates fairly, to a consistent standard and in a consistent manner.

Principle 5 Appointments made in an open, accountable and transparent manner

Transparency in the appointment process and the openness with which candidates are dealt with by office holders will enhance candidate confidence. Open and active communication on the process and the basis for assessment is essential. There should also be a real commitment to offering meaningful feedback to candidates who seek it.

Appendix C:

NEEDS IDENTIFICATION QUESTIONNAIRE

The Public Appointments Service is committed to ensuring that the selection systems that we apply to all our competitions are fair to all candidates. In this regard, we use this Needs Identification Questionnaire to get as much information as possible about your needs, requirements and/or any accommodations you may have, so that we can help you perform to the best of your abilities during the selection process.

We would like to know as much as is necessary about how you feel your disability may affect you while undertaking tests and/or interviews, your experience of sitting selection tests, and what requirements/ facilities you need so that we can create a testing and workplace environment which will meet all of your needs.

In order for us ensure that you get the test and any other material in the correct format it would be helpful if you would answer all of the following questions in as much detail as possible. This information is required so that we can make the selection process and workplace as accessible and comfortable for you as possible.

The information from the questionnaires, of successful candidates, may be used to ensure that employing Departments/Offices have all the workplace needs and accommodations in place in order to allow new recruits carry out the duties required for the position.

1. **Your disability/condition.** How would you define your disability?

2. **Access, lighting & seating arrangements:**

Do you need any special requirements in order to help you gain access to the testing venue, room or desk? e.g. level access, wheelchair access, specifically sized desk or chair height, specific lighting:

3. Test Booklets and Material:

It is vital that you receive the test material in the correct format. They are available in a range of different formats, from the list below please tick the boxes that apply to indicate the format you require

| | E-Mail | Standard Format | Large Print | Braille | JAWS/ HAL | Oral Delivery | Sign Delivery |
|--------------------------|-------------------------------------|-----------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Familiarisation Material | | | | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Correspondence | | | | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Test Booklets | <input checked="" type="checkbox"/> | | | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Answer Sheets | <input checked="" type="checkbox"/> | | | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Instructions at the Test | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If you require **Large Print**, please specify the size and typeface of print required

Do you require the assistance of a **Scribe** (PAS staff member) to record your answers?

4. What factors, related to your condition/disability, should we be aware of, which may affect:

(a) Your ability to handle test papers and record your answers quickly, e.g. motor co-ordination problems, arthritis, broken bones, skill level with Braille, JAWS/HAL etc.?

(b) Your concentration during the test session, e.g. medication, fatigue etc.,

5. Have you had experience of taking tests or examinations?

YES

NO

(Civil Service exams, school, college etc.,)

| | | |
|--|--|--|
| | | |
|--|--|--|

If **YES** please give us details of:

(a) The exam and any accommodations which were made for when taking these tests (e.g. one to one sittings, large print, extra time, scribe etc.,)

(b) How, if at all, did your disability/condition affect you while taking the test you took

6. Should you be successful from this competition, and are offered a position within the Civil Service, what accommodations would you require in your workplace in order for you to carry out your day to day work?

7. Any other comments / information you feel is relevant to your candidature?

8. I understand that relevant information, given by me, in this questionnaire may be released to employing Departments/Offices in order to ensure that sufficient accommodations are in place should I be assigned from this competition.

Name

PPSN

Appendix D:

Workplace Accommodation Form

What is the Workplace Accommodation Form?

The Workplace Accommodation Form is for employees with disabilities who are seeking an accommodation in the workplace. There are two parts of the form to be completed; part i) by the employee with a disability and part ii) by a medical specialist.

Where can I obtain a copy of the Workplace Accommodation Form?

The Workplace Accommodation Form will be made available on Department's and Office's websites. Copies of the form may also be obtained from the Department's and Offices Disability Liaison Officer.

If I have difficulty in completing this form, who should I contact?

Contact the Disability Liaison Officer in your employing Department or Office.

Who should complete Part I of the Workplace Accommodation Form?

Part I of the Workplace Accommodation Form should be completed by an employee with a disability who seeks an accommodation in the workplace.

Who should complete Part II of the Workplace Accommodation Form?

Part II of the Workplace Accommodation Form should be completed by a Medical Specialist. Employees with a Specific Learning Disability should attach a copy of their Educational Psychologist's Report to the back of the Workplace Accommodation Form. The Educational Psychologist's Report must be current i.e. carried out within the last 5 years.

Where do I return my completed form?

Please return the form with Parts I and II completed to;

Disability Liaison Officer
Address
Contact Number
Contact Email

What happens to the completed form once it is sent to the Disability Liaison Officer?

The Disability Liaison Officer (DLO) in consultation with the Personnel Officer will arrange for the provision of supports or accommodations that are deemed reasonable. Where flexible working arrangements are requested, the DLO will refer the matter to the line Manager who will make a decision in consultation with the Personnel Officer, taking into account the business needs of the Unit and the person's needs arising from their disability.

Confidentiality

Information provided by employees with disabilities on the Workplace Accommodation Form will be treated in confidence and retained on the employees personnel file and used for the purposes of providing reasonable accommodation and anonymous statistical reporting under Part 5 of the Disability Act 2005.

Workplace Accommodation Form
(Disability)

PART I
To be completed by the employee

Name

Department or Office

Date

What is the nature of your disability?

Please list any supports or accommodations you may have received in education or previous employment

Will you require the same supports or accommodations while working in this Department or Office?

Please list additional supports or accommodations you may require while working in this Department or Office?

Signature of Employee

Workplace Accommodation Form
(Disability)

PART II

To be completed by a Medical Specialist

Instructions for Completion:

This form must be completed and stamped by a relevant Medical Specialist.

NOTE: Evidence from a General Practitioner/Family doctor, or support organisation is not accepted as verification of disability.

Name

Title of Consultant/Specialist Area

Contact Telephone

Name of employee

Date of Birth

Disability/diagnosis

Description of Functional limitations (please give specific level of impairment, where applicable)

Please indicate any supports or accommodations that the employee may require in the workplace as a result of the disability

Signed:

Official Stamp Date:

Appendix E:

Health and Character Self Declaration Form {Job Title}

HEALTH AND CHARACTER SELF-DECLARATION FORM FOR:

Before being accepted by the Public Appointment Service as suitable for appointment, candidates must satisfy certain criteria including suitability in respect of health and character. The onus is on you to declare your suitability, to the best of your knowledge and belief, regarding your health status and character, and in this regard you are asked to sign this self-declaration. Please note that any misstatements, incomplete statements and/or false declarations are liable to lead to your disqualification from the competition and/or termination of your appointment to the position.

Health Status - Under the terms of current employment legislation, obligations are placed on both the employer and employee to contribute to ensuring that their workplace and their systems of work are safe. In addition, the employer and employee must make reasonable adaptations to the workplace or work practices if required, in view of any underlying disability.

Please set out in detail any circumstances which could impact on these obligations. Please note that the Public Appointment Service are concerned not to breach confidentiality in respect of a candidate's medical history. Should you wish to declare any medical history in confidence, we can arrange for you to bring the matter directly to the attention of the medical advisor of the Civil Service.

DECLARATION

1. I understand and accept that failure to disclose a material fact may constitute grounds for rejection of my application and/or termination of my employment. I hereby confirm my irrevocable consent to the Public Appointment Service making such enquiries as they deem necessary in respect of my suitability for the post in respect of which this application is made. *

2. I declare that, to the best of my knowledge and belief there is nothing on grounds of health which would preclude me from meeting the Conditions of Service and performing my duties in a consistent and satisfactory manner. I also declare that I am fully competent, fully capable and available to undertake the duties of the post. *

3. There is no reason on the grounds of character why my application should not be considered for this post. I also confirm that I have never been convicted in a court of law of any offence of a criminal nature. *

4. I accept that if I make any misstatements, incomplete statements and/or false declarations I will be liable for disqualification from the competition and/or termination of my appointment to the position. *

* Please tick box to indicate that you have read and understood each point of the Declaration

If you feel you are unable to agree with any of the above statements, please specify the reason why:

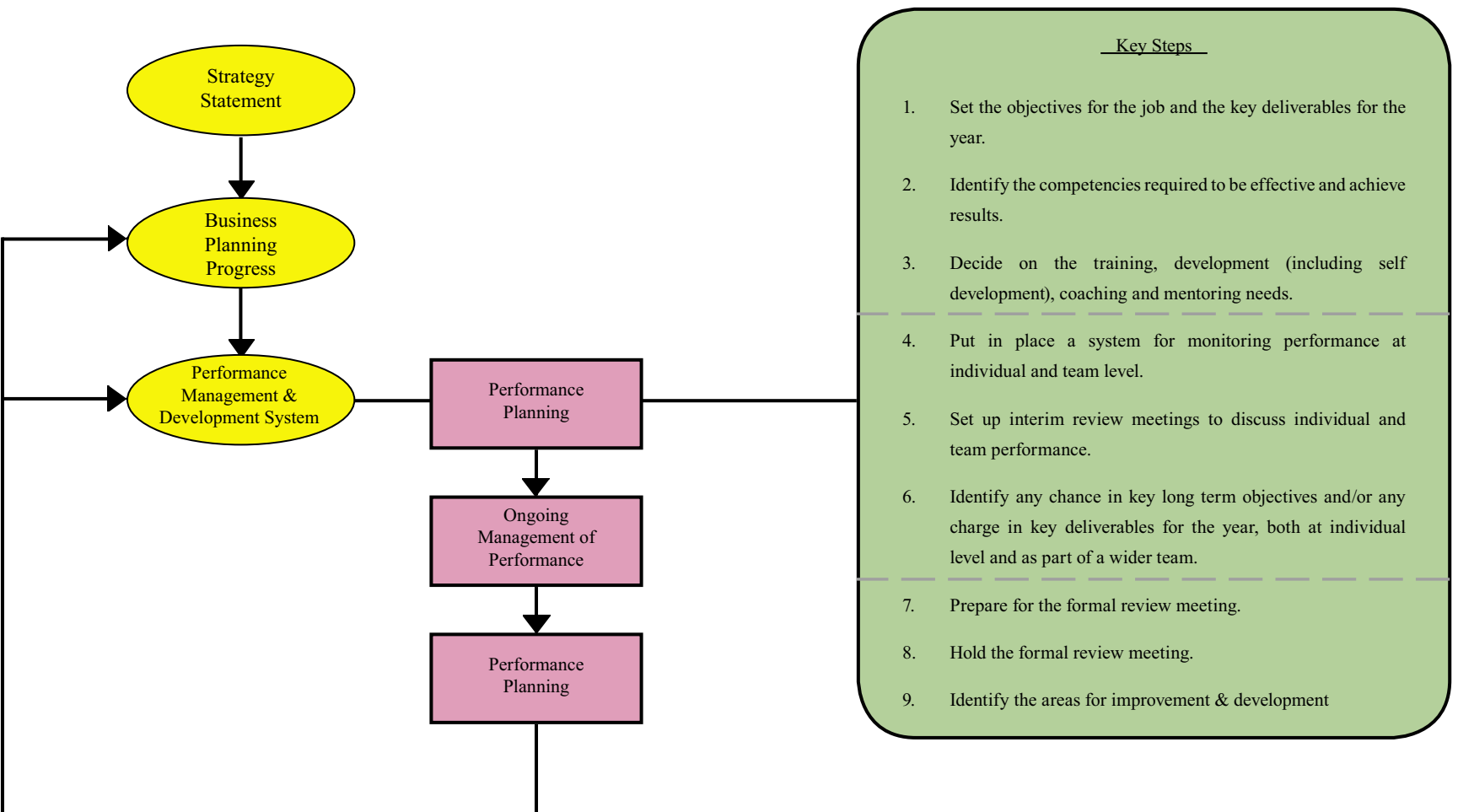
Signature: _____

Date: _____

Please return this document to the Public Appointment Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1.

Appendix F:

An Overview of the Performance Management Development System¹



¹ <http://www.bettergov.ie/>

Appendix G:

Examples of recognised professionals for the purpose of the verification of disabilities are given below

| Type of disability | Accepted |
|---|---|
| Blind / Vision impaired | Ophthalmologist |
| Deaf / hard of hearing | Audiologist, ENT Consultant |
| Physical / Mobility | Disability Orthopaedic Consultant, Neurologist (consultant) |
| Medical Condition | Relevant consultant in area of condition |
| Mental health condition | Psychiatrist |
| Dyslexia / specific learning disability | Educational Psychologist |
| ADD / ADHD & Asperger's Syndrome | Educational Psychologist / Psychiatrist |
| Head/Traumatic Brain Injury | Consultant physicians, neurologists, neuropsychologists, |
| Other disabilities | Relevant medical consultant / specialist |

Appendix H:

Sample of Supports or Accommodations in the Irish Civil Service

Accessible Accommodation

Accommodation for Guide Dog

Alternative Print Format

Assistive Technology

Orientation

Car Parking

Counselling

Dyslexia Support

Examination Support

Job Coach

Learning Support

Note-taker

Personal Assistant

Sign Language Interpreter

Speed text

Wheelchair Access

Other(s) specify

Appendix I:

Annual Disability Questionnaire

Questionnaire to be Completed By:

Personnel Officers have responsibility for the completion of this questionnaire in respect of all employees with disabilities working in their Department or Office.

Grades to be Included:

| | |
|---------------------------------------|-------|
| Service Attendant/Service Officer | SA/SO |
| Clerical Officer | CO |
| Staff Officer | SO* |
| Executive Officer | EO |
| Higher Executive Officer | HEO |
| Administrative Officer | AO |
| Assistant Principal | AP |
| Principal Officer | PO |
| Assistant Secretary/Secretary General | AS/SG |
| All other Grades not mentioned above | Other |

Completion Details:

Completed by:
Department or Office:
Submission date:

Return Completed Questionnaires to:

Department of Finance,
Equality Unit,
73 - 79 Lower Mount Street,
Dublin 2

Return completed questionnaires no later than close of business on day/month/year

| No. | Section | SA/SO | CO | SO* | EO | HEO | AO | AP | PO | AS/SG | OTHER | TOTAL |
|----------|--|-------|----|-----|----|-----|----|----|----|-------|-------|-------|
| 1 | Recruitment and Selection | | | | | | | | | | | |
| 1.1 | The number of competitions | | | | | | | | | | | |
| 1.2 | The number of vacancies | | | | | | | | | | | |
| 1.3 | The number of candidates with disabilities who applied | | | | | | | | | | | |
| 1.4 | The number of accommodations requested by candidates with disabilities | | | | | | | | | | | |
| 1.5 | The number of reasonable accommodations provided | | | | | | | | | | | |
| 1.6 | The number of candidates with disabilities who were appointed | | | | | | | | | | | |
| 1.7 | The number of complaints received | | | | | | | | | | | |
| 1.8 | The number of complaints resolved | | | | | | | | | | | |
| 2 | Work Experience | | | | | | | | | | | |
| 2.1 | The number of work experience placements offered to candidates with disabilities | | | | | | | | | | | |
| 2.2 | The number of work experience placements filled by candidates with disabilities | | | | | | | | | | | |
| 3 | Initial Appointment | | | | | | | | | | | |
| 3.1 | The number of Workplace Accommodation Forms completed | | | | | | | | | | | |
| 3.2 | The number of reasonable accommodations provided | | | | | | | | | | | |

| No. | Section | SA/SO | CO | SO* | EO | HEO | AO | AP | PO | AS/SG | OTHER | TOTAL |
|-----------|--|-------|----|-----|----|-----|----|----|----|-------|-------|-------|
| 8 | Working Environment | | | | | | | | | | | |
| 8.1 | The number of reasonable accommodations provided in relation to employees with disabilities | | | | | | | | | | | |
| 8.2 | The number of car park spaces allocated for employees with disabilities | | | | | | | | | | | |
| 9 | Health and Safety | | | | | | | | | | | |
| 9.1 | The number of major incidents/evacuations | | | | | | | | | | | |
| 9.2 | The number of emergency drills in the reporting year | | | | | | | | | | | |
| 9.3 | The number of Personal Emergency Evacuation Plans | | | | | | | | | | | |
| 9.4 | The date of the last risk assessment | | | | | | | | | | | |
| 10 | Resource Allocation | | | | | | | | | | | |
| 10.1 | The financial cost (e.g. Reasonable Accommodations) in the reporting year | | | | | | | | | | | |
| 10.2 | The number of personnel with specific responsibility for disability management (e.g. Disability Liaison Officer) in the reporting year | | | | | | | | | | | |

Appendix J:

Sample Survey - Monitoring three percent target

Count me in

Survey of Employment of people with disabilities in the public service

For office use only

Monitoring Committee Code Organisation Code Office Code

The Disability Act 2005 defines disability as:

disability, in relation to a person, means a substantial restriction in the capacity of the person to carry on a profession, business or occupation in the State or to participate in social or cultural life in the State by reason of an enduring physical, sensory, mental health or intellectual impairment

- | | | |
|---|-----------------------|---------------|
| 1 Do you have a disability? | Yes | No |
| | | |
| 2. Do you have any of the following long-lasting disabilities or conditions? <i>Long-lasting means it has continued, or is expected to continue for 12 months or more.</i> | | |
| a I have a disability but do not wish to disclose its nature | Yes | No |
| b A physical impairment | Yes | No |
| c A sensory impairment such as a severe vision, hearing or speech impairment | Yes | No |
| d A mental health impairment | Yes | No |
| e An intellectual disability | Yes | No |
| | | |
| 3 Does your disability or long-term condition, cause you significant difficulties in areas of everyday life such as work, social life, leisure or cultural activities? For example, answer 'YES' if you have difficulties linked to your disability or condition in watching TV, reading, listening to music, using transport, going to the cinema, a match or socialising. Answer 'NO' if you only experience mild difficulties from your disability. This is to check if your disability comes within the definition used in the Disability Act. | Yes | No |
| | | |
| 4 Do you have an on-going disability that requires a work-related adjustment / accommodation? | Yes | No |
| | | |
| If Yes: (a) have you received a work-related adjustment or accommodation? | Yes | No |
| | | |
| (b) are you satisfied with this adjustment or accommodation? | Not applicable | Yes No |
| | | |
| 5. If you are currently absent from work, is it because of: | | |
| Long-term sick leave | | Holidays |
| Maternity leave | | Other reason |

The information that you have provided will be used for statistical purposes only. Your personal details will be kept confidential and reported on anonymously.

I agree to the information I have provided being used to monitor the target set under the Disability Act 2005 to promote the employment of people with disabilities in the public service **Yes** **No**

Signed _____ Name in Block Capitals _____

Appendix K

Paragraph Reference:

2. and 19.

Murphy, C *et al.* (2002), "Employment and Career Progression of People with a Disability in the Irish Civil Service", Institute of Public Administration, Dublin, Ireland.

26. 30. and 38.

Appointment of Persons with Disabilities to Positions in the Civil Service and Certain Public Bodies (2007) Commission for Public Service Appointments, Code of Practice No. 03/07

32.

Irish National Disability Authority IT Accessibility Guidelines: Version 1.1 (www.accessit.nda.ie)

205.

Building for Everyone (Section 6.7.4 pg 110), BS8300:2001 (Section 8.4 pg 44), BS EN 81-70:2003 (www.nda.ie)

208.

Building for Everyone (Section 5.4 pg 81), BS 8300:2001 (Section 4 pg 5) (www.nda.ie)

209.

Building for Everyone (Section 5 pg 84) and section 6.2 pg 92), BS 8300:2001 (Section 5 pg 11) (www.nda.ie)

224.

Access Handbook Template - A Tool to Help Manage the Accessibility of the Built Environment (www.nda.ie)

234.

- Guide dog: A guide dog is a dog trained to provide mobility assistance to a blind or vision impaired person. In Ireland the guide dog is trained, assessed and accredited by Irish Guide Dogs for the Blind. Outside of Ireland a guide dog is a dog trained by an individual or organisation that is accepted by and affiliated to the International Guide Dog Federation.
- Assistance dog: An Assistance Dog is one which has been specifically trained to assist a disabled person and which has been qualified by Irish Guide Dogs for the Blind or an other organisation accredited by and affiliated to Assistance Dogs Europe or Assistance Dogs International.

248.

A risk assessment involves identifying hazards present, evaluating the extent of the risks involved taking into account existing precautions. The results are used to choose the most appropriate prevention measures. A risk assessment needs to take account of individual employee differences.

250.

A Personal Emergency Evacuation Plan (PEEP) is a tool used to assess individual employees with disabilities needs during an evacuation and put in place measures and controls to manage them.

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