

BRIEFING NOTE 1 – DISCLOSING A DISABILITY

1.0 How to disclose a disability

- 1.1 Staff can update their personal information by logging into the UEA's Self Service Portal at <https://myview.uea.ac.uk/dashboard/> . Once logged in go to the 'Equal Opportunities' section of 'My Details' an individual can edit their personal details.
- 1.2 The information provided will be kept confidential, will be used for monitoring purposes only and will be published in a format that will not identify individuals.

2.0 Why disclose a disability

- 2.1 In general it is recognised that there is under-reporting of disability within the workplace. Monitoring of staff at the University has identified that the number of staff disclosing a disability has increased steadily in recent years.
- 2.2 The University appreciates that some staff might be concerned about disclosing their disability and if this is the case, staff are welcome to speak with [Human Resources Manager/Advisers](#) on a confidential basis to ask any questions they may have about disclosing their disability.
- 2.3 Some staff might be concerned about:
 - Obtaining or retaining a job at the University

- Gaining promotion
- How their manager might respond
- Asking for help because they feel they can manage or because they do not wish to make a fuss
- Identifying a condition that affects them and feeling embarrassed about telling others.

2.4 It is important that an individual discloses their disability. The appropriate manager and or Human Resources Manager/Adviser will be able to discuss an individual's needs and consider any reasonable adjustments that:

- will aid them in commencing in post at the University;
- help them to carry out their day to day activities at work; and,
- work towards retaining them if they become disabled whilst employed.

In addition, an individual may be able to seek further funding through Access to Work. See [Briefing Note 4 – Access to Work](#).

2.5 It should also be noted that not all individuals who have a disability require any adjustments whilst at work.

2.6 As more staff disclose their disability, the University will be able to gather more realistic data and make more informed decisions in respect of issues that relate to staff with disabilities and their needs in the workplace.

3.0 Definition of Disability

3.1 Under the Act (section 6 and Schedule 1 of the Act) a person is recognised as having a disability if he or she has a physical or mental impairment and the

impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

- 3.2 A disabled person is someone who has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.
- 3.3 Please note that a physical impairment includes sensory impairment such as blindness, partial sight and hearing loss. A mental impairment includes learning difficulties and mental illness.
- 3.4 Day-to-day activities are normal activities carried out by most people on a regular basis and include mobility (moving unaided from place to place); manual dexterity (use of hands); physical co-ordination; ability to lift, carry or move everyday objects; speech, hearing or sight (excluding sight corrected by wearing glasses or contact lenses); memory or ability to concentrate, learn or understand; being able to recognise physical danger.
- 3.5 Detailed below are some examples of impairments or long term conditions (likely to last longer than 12 months or likely to recur) that could be considered as a disability (please note this list is not exhaustive): diabetes, epilepsy, multiple sclerosis, cancer, speech impairment, hearing impairment, dyslexia, severe facial disfigurement, Crohn's disease, mental illness, clinical depression, schizophrenia, HIV, muscular dystrophy, cerebral palsy, heart disease, learning difficulties.
- 3.6 Individuals who have HIV, cancer or multiple sclerosis are automatically treated as disabled under the provisions of the Act from the point of diagnosis.

3.7 The Act defines long-term impairment as “it has lasted for at least 12 months”; “it is likely to last for at least 12 months”; or, “it is likely to last for the rest of the life of the person affected”.

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