



GAD is proud to display the 'Two Ticks' symbol, which demonstrates our commitment to the recruitment and retention of people with disabilities.*

The 'Two Ticks' symbol is a recognition given by Jobcentre Plus to employers who have agreed to meet five commitments regarding the recruitment, employment, retention and career development of disabled people.

As part of GAD's commitment to the 'Two Ticks' symbol, disabled applicants are guaranteed an interview, providing they meet the minimum criteria of the job advertised. This applies to both internally and externally advertised posts.

The aim of this Commitment is to encourage people with disabilities to apply for jobs by offering an assurance that should they meet the minimum criteria they will be given the opportunity to demonstrate their abilities at the interview stage. GAD will make reasonable adjustments to all stages of the recruitment process and to our jobs in order to make them more accessible to applicants who have a disability, for example to provide information in large print or to use a signer at interview.

The five commitments GAD will be adhering to are:

Commitment 1

To interview all disabled applicants who meet the minimum criteria for a job vacancy and consider them on their abilities.

The aim of this commitment is to encourage disabled people to apply for jobs by offering an assurance that should they meet the minimum criteria they will be given the opportunity to demonstrate their abilities at interview stage.

Commitment 2

To ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees what they can do to make sure they can develop and use their abilities.

The aim of this commitment is to ensure that disabled employees are getting the same opportunities as others to develop and progress within their job.

Commitment 3

To make every effort when employees become disabled to make sure they stay in employment.

The aim of this commitment is to make sure that employees know that, should they become disabled, they will have our support to enable them to continue in their current job or an alternative one. Retaining an employee who has become disabled means keeping their valuable skills and experience and saves on the cost of recruiting a replacement.

Commitment 4

To take action to ensure that all employees develop the appropriate level of disability awareness needed to make our commitments work.

The aim of this commitment is to provide awareness of disability issues to all staff in order to improve the working environment.

Commitment 5

Each year, to review the five commitments and what has been achieved, to plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans.

The aim of this commitment is for GAD as an employer to monitor our own practices and achievements in meeting the symbol commitments and to identify areas for further progress or good practice to share with others. The commitment also helps us to plan how to let people know initially that the company has become a symbol user, and to keep them up to date with developments. Progress is fed back to Jobcentre Plus at GAD's annual review.

**The Disability Discrimination Act 1995 defines disability as 'a physical or mental impairment which has substantial and long term (lasting more than 12 months) adverse effect on your day to day living. You do not have to be registered as a disabled person to apply under this scheme.*

The test of whether an impairment affects normal day-to-day activities is whether it affects:

- mobility
- manual dexterity
- physical coordination
- continence
- ability to lift, carry or otherwise move everyday objects
- speech, hearing or eyesight
- memory or ability to concentrate, learn or understand
- perception of the risk of physical danger

What is also covered?

- mental health issues
- severe disfigurements
- anyone with an HIV infection, cancer or multiple sclerosis
- progressive conditions that affect normal day-to-day activities

Excluded Conditions include the following:

- Addictions, other than as a result of the substance being medically prescribed, e.g. alcoholism, drug dependency or smoking addiction;
- Deliberately inflicted disfigurements, such as, tattoos which have not been removed, skin piercing and something attached through such piercing;
- Mental health problems that are not clinically well-recognised and do not have a clinical cause;
- Seasonal allergic rhinitis (e.g. hay fever), except where it aggravates the effect of another impairment, such as, unstable asthma, or severe chronic irreversible airflow limitation;
- Tendency to set fires;
- Tendency to steal;
- Tendency to physical or sexual abuse of other persons;
- Exhibitionism;
- Voyeurism;
- Problems with standard vision, corrected by contact lenses or spectacles.