

# Information on getting and keeping a job

## Easy Read Guide



## What is the Equality and Human Rights Commission?



The Equality and Human Rights Commission works to make sure that people are treated fairly and equally.

We are working to stop **discrimination** against disabled people, men and women and people from different races and cultures.

### **Discrimination**

This means treating someone worse than other people for some reason.

We are also working to make sure that people of different ages, **lesbian** and **gay** people and people from different religions are treated fairly and equally.

### **Lesbian and gay**

**Lesbian** means a woman who is attracted to other women. **Gay** means a man who is attracted to other men.

We also want to make sure that people's **human rights** are respected.

### **Human rights**

Basic rights and freedoms that belong to every person in the world.

## Inside this book

|                          |        |
|--------------------------|--------|
| What the law says        | page 1 |
| Getting a new job        | page 2 |
| Help from the Government | page 3 |
| Health and safety        | page 4 |
| When things go wrong     | page 5 |
| Losing your job          | page 6 |
| Sick leave               | page 7 |
| Pensions                 | page 8 |
| Words list               | page 9 |

## What the law says

The law says **employers** must help disabled people who work for them.

### Employers

Employers are people or companies who have people working for them.

Employers must make changes to help disabled people do their job.



### Example

A wheelchair user gets a job but there are steps up to her office. The employer puts a ramp in. Now the wheelchair user can get to her office.

## Getting a new job

Employers have to treat disabled people fairly when they apply for a new job.



Employers should make changes to help disabled people apply for jobs and go for interviews.

### Example

A disabled man finds it hard to speak. He is given more time at a job interview to say why he wants the job.

If you apply for a job tell the employer you are disabled. Then the employer can ask you what changes you would need to help you do the job.



Sometimes it might be too difficult or expensive for an employer to make changes to help disabled people. Then the law says they might not have to.

But they should always try to find a way to help disabled workers.

## Help from the Government

The Government wants to help employers to make changes. This is so that more disabled people can get jobs.

If you get a job, the Government might give you or your employer money to help make changes.



You can find out about this at the job centre or from the Equality and Human Rights Commission.

You can find out how to get in touch with the job centre and the Equality and Human Rights Commission on the back cover of this book.

## Health and safety

The law says employers have to make sure everyone is safe at work. This includes disabled people.

Disabled people may need extra help to be safe at work. Employers have to give this help.

### **Example**

If there is a fire a deaf person may not hear the fire alarm. The employer can fit lights that flash if there is a fire. Then the deaf person will be able to see them and know that there is a fire.

Sometimes an employer won't be able to make a disabled person safe at work. Then they are allowed to dismiss the disabled person.

### **Dismiss**

An employer can dismiss a person who works for them. This means the person doesn't work for them any more.

But first they should try to make changes or find another job for the disabled person.

## When things go wrong

An employer might think a person who works for them isn't doing their job properly.

### Examples

- A secretary hasn't done all her work on time.
- A shop worker didn't help a customer.

The employer might give the worker a warning. The worker could even lose their job.



If the employer thinks a disabled person hasn't done their job properly, they must explain why. Then the disabled person can explain what they think. If the person has a learning disability, they might want help from an **advocate**.

### Advocate

An advocate can help a person with a learning disability say what they think.

If the worker hasn't done their job properly it might not be their fault. It might be because they are disabled.

The employer should make changes to help the disabled person to do their job.

## Losing your job

Losing your job is known as **redundancy**.

### **Redundancy**

Sometimes an employer has too many workers. Some workers have to lose their jobs. This is called redundancy.

### **Example**

4 people work in a shop, but there is only enough work for 3 people. One person has to lose their job.

The employer must decide who will lose their job.

They should not choose someone just because they are disabled.

If the employer decides that a disabled person must lose their job, they have to explain why.



They have to explain it in a way that the disabled person can understand.

## Sick leave

Disabled people sometimes get sick with colds or flu just like everyone else.



But sometimes people will need time off because of their disability.

Their employer should make changes to help them.

### **Example**

A disabled worker has to go to hospital for treatment at the same time every week. Their employer should let them have time off to go.

## Pensions



A pension is money which people get to live on when they **retire**.

### **Retire**

When you retire you don't have to work any more. People normally retire when they are older.

You might be paying for a pension at work. Then your employer will give you money to live on when you retire.

If you are working ask your employer if you have a pension. An advocate can help you do this.

If you are not paying for a pension at work, you might still get a pension from the Government. This is called a state pension.

## Early retirement

Sometimes people are too ill to do their job any more. They might lose their job because of this when they are still young.

Sometimes, their employer will let them take their pension early. This is called early retirement.

# Words list

These are some of the words we use in this book.

## **Employers**

Employers are people or companies who have people working for them.

## **Dismiss**

An employer can dismiss a person who works for them. This means the person doesn't work for them any more.

## **Advocate**

An advocate can help a person with a learning disability say what they think.

## **Redundancy**

Sometimes an employer has too many workers. Some workers have to lose their jobs. This is called redundancy.

## **Retire**

When you retire you don't have to work any more. People normally retire when they are older.



You can find out more about us by going to our website: [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

You can ask us about how we can help you by using the Equality and Human Rights Commission Helpline. There are different numbers for England, Scotland and Wales.



### England

**Telephone** 08456 046 610  
**Textphone** 08456 046 620  
**Fax** 08456 046 630



### Scotland

**Telephone** 08456 045 510  
**Textphone** 08456 045 520  
**Fax** 08456 045 530



### Wales

**Telephone** 08456 048 810  
**Textphone** 08456 048 820  
**Fax** 08456 048 830



The Helplines are open Monday to Friday 9am to 5pm, except Wednesday 9am to 8pm