



Disclosures Toolkit



Disclosure: Guiding Principals

Disclosure is making a disability known or sharing a hidden disability.

Once the employer is aware of the disability, they can ensure the required supports and accommodations are available and comply with their responsibilities under equality and health and safety legislation.

There is no obligation on individuals to disclose. Therefore they might not have spoken to anyone about their disability prior to their interaction with you. It is important that a welcoming culture be created at the earliest stage so that employees feel confident in sharing this information. The key thing here that we must remember and always keep in mind, is to ask the individual. Never assume what a team member might need. When it comes to sharing a disability and request of reasonable accommodation, the individual should be consulted through this process- they are the expert. We create inclusive teams and working environments by practicing inclusion at all levels.

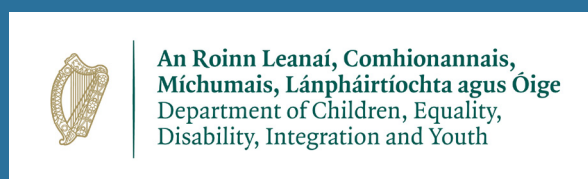




- Approach the treatment of the information with an **open mind and in a positive and constructive manner**, acknowledging the challenge of sharing a disability in recruitment or job retention circumstances. Do not let fear of saying the wrong thing overtake your ability to support the person.
- **Actively listen** to what the individual has to say and take notes of the exact nature of the impact of their disability. Also be aware that the person might share something with you but they do not identify as have a disability and therefore they might not realise there are supports available. It's Important to follow the persons lead and the language they use.
- **Give time** to the person to explain their disability to you as they may be nervous about confiding such personal information with an employer and may be wary of a negative reaction.
- **Confidentiality** of information shared should be protected at all times.
- **Ask about whether they will require any supports** in employment. Often times they will be able to tell you what supports they require or where to access the information. They are the expert.
- **Assume that it is possible to accommodate the person's disability** and so tell the person you will come back to them about supports and how they will be implemented. Do not assume that the accommodations cannot be met.



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