

IS MY
INFORMATION
SAFE AND WHO
WILL SEE IT?

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ARE SOME
DISABILITIES
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IS THERE
FOR ME?



DECLARING MY DISABILITY

USEFUL CONTACTS

UNIONLINE Free Helpline for CWU members

Tel: 0300 333 0303

CWU Bullying & Harassment Helpline

Tel: FREEPHONE 0800 090 2303

Equality, Education & Development Department

CWU HQ, 150 The Broadway, Wimbledon, London, SW19 1RX

Tel: 0208 971 7340

Email: equality&education@cwu.org

WHAT IS A DISABILITY?

- In England, Scotland and Wales, the definition of who is covered under the Equality Act 2010 is: “You’re disabled under the Equality Act 2010 if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.”
- In Northern Ireland the definition if you are covered under the Disability Discrimination Act 1995 (DDA) is: “A physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.”

IF YOU EVER NEED FURTHER INFORMATION, SPEAK TO YOUR BRANCH, LOCAL REP, EQUALITY OFFICER OR REGIONAL DISABILITY LEAD.

SHOULD I DECLARE A DISABILITY?

- As a person with a disability, you have rights to be protected from discrimination. Sometimes people will develop a disability later in life. In this situation we recommend that you declare this to ensure the protection of the law.
- It is clear to the CWU that many members do not disclose their disability until they face a difficulty, which could be associated with their disability.
- One of the benefits of members disclosing their disability is that it can influence disability-related policies in a positive way.

WHAT PROTECTION IS THERE FOR ME?

- Your Union
- Health & Safety At Work act 1974
- Management of Health & Safety 1999
- Equality Act 2010
- Disability Discrimination Act 1995 (DDA)
- ACAS Code of Conduct
- United Nations Convention on the Rights of Persons with Disabilities
- Your local Reps
- Your Branch

LET'S NOT GIVE EMPLOYERS AN EXCUSE TO SAY "WE DIDN'T KNOW!"

HOW CAN MY UNION HELP ME?

- We are here to offer advice and support to you and your family.
- You have a statutory right to be represented at all formal meetings such as Grievances and Disciplines. This would normally be a work colleague or a representative of a trade union.
- It is important to contact your CWU Branch, who will be able to guide you through any support and assistance you need.
- The more we know around your disability the stronger we are when talking to the employer on your behalf.

ARE SOME DISABILITIES COVERED AS A RIGHT?

Yes, there are some disabilities that are covered automatically and examples of these are included as follows:

- Cancer, including skin growths that need removing before they become cancerous.
- A visual impairment - this means you're certified as blind, severely sight impaired, sight impaired or partially sighted.
- Multiple sclerosis.
- An HIV infection – even if you don't have any symptoms.
- A severe, long-term disfigurement - for example severe facial scarring or a skin disease.

WHAT IS THE BENEFIT IN DECLARING MY DISABILITY?

- The more we know about our members with a disability the better placed we are to engage with the employer to put in place the adjustments that you may need.
- As a union we have equality strands within our Union structures. We also encourage people to go into their CWU member profiles and update these. A 6-step guide can be found on www.unlock.cwu.org/6-step-guide-membership-details.
- The pressure of hiding your disability from your employer and work colleagues can ultimately impact on your rights at work.

IS MY INFORMATION SAFE AND WHO WILL SEE IT?

- Any information that you provide will be held confidentially and securely in line with Data Protection legislation and GDPR. The information would only be used statistically and will

be anonymised, stored and destroyed accordingly.

WHO DO I TELL IN MY UNION?

- If you cannot access the CWU website you can speak to your Branch Secretary who will be able to help to update your records.

ACCESS TO WORK

Access to Work applies to any paid job and this includes, part-time work, temporary work and work trials. Your employer cannot apply for you. You must apply for Access to Work yourself.

If you believe you can benefit from an Access to Work application, we would encourage you to speak with your Regional Disability Lead.

Examples of what may be funded include, specialist software, a support worker, adapted equipment or taxi journeys to and from work if you cannot use public transport.

Depending on the size of your employer, Access to Work could

refund up to 80% of approved costs under £10,000. It will normally pay any balance over £10,000 up to £65,180 per year.

For up-to-date information on Access to Work go to www.gov.uk/access-to-work.

REASONABLE ADJUSTMENTS

Reasonable Adjustments are a vital part of ensuring that a person with a disability is supported and enabled to continue to work. The process of applying for reasonable adjustments can include engaging Access to Work. However, some adjustments cost little or nothing and makes a huge difference to the individual.

If you believe that you can benefit from a reasonable adjustment linked to your disability, we would encourage you to speak with your Branch in the first instance.

JOIN THE CWU

- If you are not already in the Union we would strongly recommend that you join a trade union. The CWU is the largest Trade Union in the Communications sector. If you want to join the CWU please speak to your Rep or Branch, or join online www.cwu.org/join-us.

**THE CWU ARE
COMMITTED TO HELPING
OUR MEMBERS WITH A
DISABILITY IN AND OUT
OF THE WORKPLACE.**



Scan to visit www.unlock.cwu.org

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