

Voluntary Employer Reporting on Disability, Mental Health and Wellbeing

Disability- Part A

As a Disability Confident Leader, Framework undertakes a number of activities to actively recruit and retain disabled people.

Recruitment

Framework's recruitment practices aim to not only encourage disabled people to apply for positions but also to support those applications through an inclusive process. Framework commits to:

- Operating targeted recruitment campaigns, aimed at disabled candidates. This could mean advertising in the disability press, attending Disability Confident job fairs, or working with agencies such as the Job Centre Plus
- Stating that Framework is a Disability Confident Leader and encourages applications from disabled candidates
- Ensuring all invites to interview invite the opportunity for candidates to request adjustments to the interview/assessment process and that these adjustments are honoured, where possible
- Guaranteeing interviews to all disabled candidates who meet the minimum criteria for the role
- Ensuring our Recruitment Officer manages and oversees best practice, including Disability Confident criteria and diverse and inclusive recruitment
- Accepting applications received in different ways, such as CV's, electronic application forms, and paper application forms
- Allowing extra time for any assessments where this is needed as a direct result of a disability
- Considering the location of interviews in relation to disabled access and to ensure an inclusive process is offered
- Using job descriptions that are short and accurate, set the expectations of the role out clearly and don't create blockers to disabled candidates
- Following our Recruitment Policy and Procedure, which clearly spells out our commitments as a Disability Confident Leader

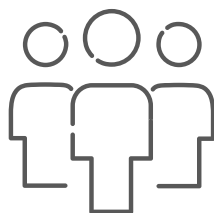


Retention

As well as supporting and encouraging the recruitment of disabled staff, Framework also recognises the need to apply robust retention and support strategies to retain disabled staff members. In order to do this, Framework commits to:

- Making reasonable adjustments to roles for disabled staff members, where possible. Some examples of reasonable adjustments that have been accommodated are; ordering specialist equipment, changing work patterns, ordering specific software (this is usually to support Dyslexic staff members), providing parking spaces, providing materials in advance of training and allowing reasonable time off for treatment or medical appointments
- Training and advising our managers in supporting disabled staff members
- Making our training programme accessible (remote/in person/e learning)
- Ensuring our core training features Equality and Diversity training for all staff
- Using our Occupational Health providers to support and guide us in managing disabilities in the work place
- Liaison and partnership working with Access to Work, including cost-sharing agreements
- Working with an independent and experienced Dyslexia Assessor to support, and in some cases diagnose, Dyslexic staff members
- Listening to the voices of disabled staff through specific groups such as Staff Council, Diversity Leadership Group and working groups
- Using our Supervision Policy and Procedure to ensure regular and meaningful supervision and support is offered to all staff
- Using our Sickness Absence Management Policy and Procedure to ensure sickness absence is managed fairly and consistently, and that staff receive support in relation to their health
- Offering agile working to staff where possible
- Reviewing and improving our Employee Assistance programme offer for all staff
- Continuing to seek feedback through regular all staff surveys (headlines from the most recent survey highlighted below)

- ✓ Framework values the contribution of employees regardless of disability - **86%** agree.
- ✓ Framework is committed to recruiting a diverse workforce - **85%** agree.
- ✓ Framework is truly an equal opportunities employer - **81%** agree.
- ✓ I am aware of Framework's diversity and inclusion policies - **92%** agree.
- ✓ Framework values and respects individual differences - **85%** agree.



Part B

14.7% of Framework staff consider themselves to be disabled, or have a long term physical or mental health condition.

This data is collected in two ways. When candidates apply for roles within the organisation and fill-in an application form, they are asked to complete the following section of the form:

Section 2–Disability Confident

A disability is defined by the Equality Act 2010 as a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities.

Disabilities can be hidden and include long-term conditions which can be controlled through medication. For example: epilepsy; asthma; heart conditions and diabetes.

Framework are a Disability Confident Employer and warmly encourage job applications from people with disabilities.

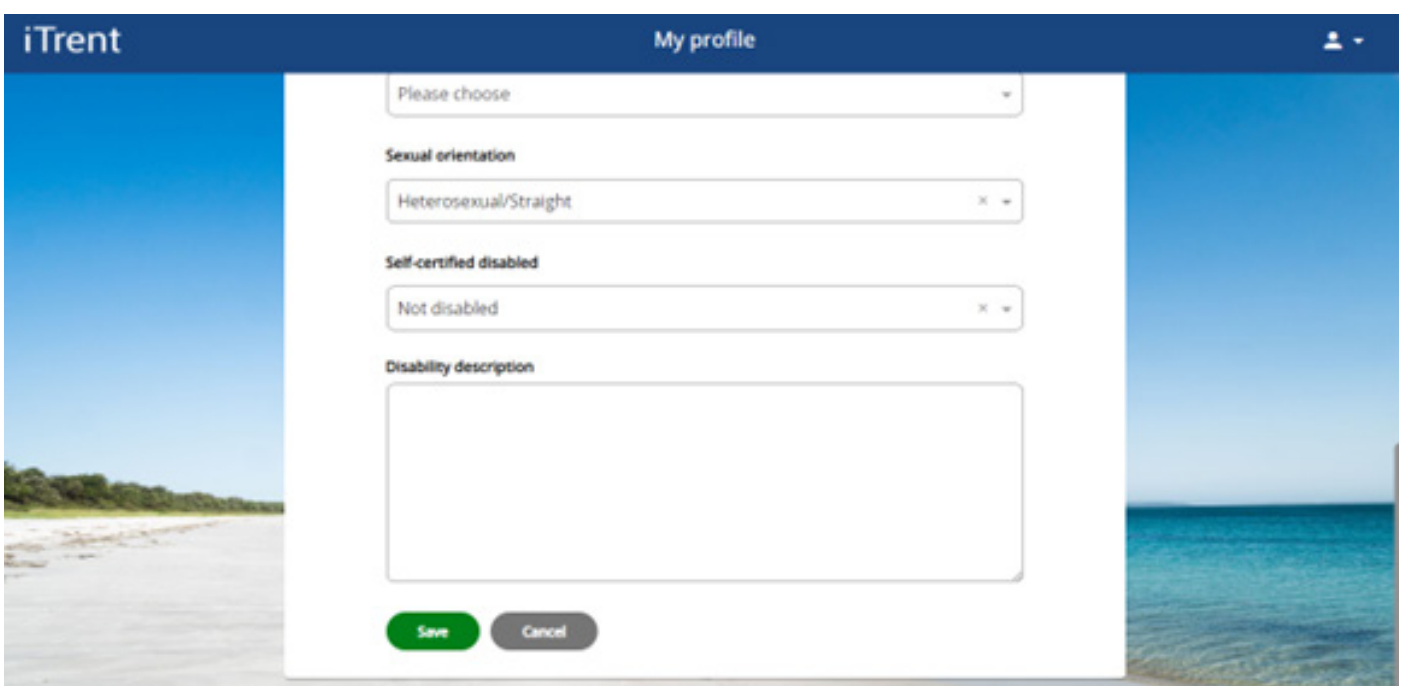
Please indicate in the box below if you would like to disclose that you have a disability as described above.

If you are successfully shortlisted for this position we will ask on your invite to interview letter if there are any adjustments which need to be made in order to support your application and/or your attendance at interview.

You will be asked to disclose details of your disability later on in the application form however this will be marked as sensitive information and as such will be removed from your application prior to shortlisting.

Should you have any queries in regards to any of the information above please contact the HR Transactional Team.

Also, once working for Framework, staff have their own profile page on iTrent that they can update in confidence, including a section on Disability:



The screenshot shows the 'My profile' page on the iTrent system. The page has a dark blue header with the iTrent logo on the left and 'My profile' on the right. Below the header, there is a white form area. The form contains several sections:

- A dropdown menu with the text 'Please choose'.
- A section titled 'Sexual orientation' with a dropdown menu showing 'Heterosexual/Straight'.
- A section titled 'Self-certified disabled' with a dropdown menu showing 'Not disabled'.
- A section titled 'Disability description' with a large empty text box.

At the bottom of the form, there are two buttons: a green 'Save' button and a grey 'Cancel' button. The background of the page is a scenic image of a beach and ocean.

Mental Health and Wellbeing – Part A

Supporting the health and wellbeing of our employees is at the heart of a number of initiatives undertaken at Framework. Some of examples of these initiatives include:

- Mental Health First Aid training has been provided for staff to become a qualified Mental Health First Aider awarded by Mental Health First Aid England
- Employing a Wellbeing Practitioner to support staff with mental health concerns and offers time in working hours to access that support
- Encouraging the use of Wellness Action Plans for staff whose mental health needs support
- Providing an Employee Assistance Programme (EAP) that offers a whole host of support
- Providing a Headspace app around mental health and promoting amongst staff
- Setting up a Staff Wellbeing group to look at wellbeing strategies and patterns/concerns across the organisation
- Intranet blogs on wellbeing support offered throughout the organisation
- 'Wellbeing Digests' emailed to staff regularly.
- Safe space support networks and talking groups are offered in relation to areas such as Menopause, Mental Health and Dyslexia
- Promotion of Mental Health Awareness week each year
- Rolling out and anonymous Wellbeing Survey for all staff to help shape the offer of wellbeing support across the organisation
- Employing Clinical Psychologists who are able to support teams an individual staff in relation to the work Framework does and the impact it can have on mental health, such as critical incident de-briefs or intensive support strategies

Part B

Headlines from the most recent all staff survey (2023), providing a measure of employee wellbeing:

- ✓ I feel that there is enough in place at Framework to support my wellbeing - **74%** agree.
- ✓ I feel that my wellbeing is appropriately addressed and supported in my Supervision- **84%** agree.
- ✓ I feel able to approach my Line Manager if I'm struggling with my mental wellbeing - **88%** agree.
- ✓ I have regular opportunities to talk to my Line Manager - **90%** agree.
- ✓ I have supervision at least once every six weeks - **79%** agree.
- ✓ I am aware of how to seek support for my wellbeing at work - **89%** agree.
- ✓ I feel able to balance my work and personal life - **75%** agreed.
- ✓ How would you rate your current overall wellbeing? **91%** reported high or moderate