

Disability Law Service

advice and legal representation for disabled people

A guide to your rights at work



This is an easy read version of:
**Employment Rights under the Disability
Discrimination Act 1995: A Brief Guide for
Disabled People**

What this guide is about



This EasyRead guide tells you about your rights at work as a disabled person.



It will help you make sure your work treats you fairly and says what you can do if they don't.



It uses information from the Disability Discrimination Act, a law that helps you get the changes you need at work and stops you being treated unfairly because you are disabled.



At the end of the guide there is a list of places where you can get help.

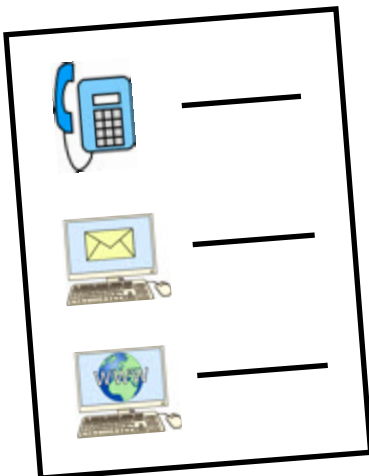
The most important things we want to tell you



You do not have to put up with being treated unfairly at work.



If you are treated unfairly at work get advice quickly. You can contact the Disability Law Service for advice.



The contact information for the Disability Law Service is at the end of this guide.

Are you disabled?



The law has a special meaning of disability. This includes a learning disability, a physical disability, not being able to see or hear, or a mental health problem.



It also includes you if you have cancer, HIV or Multiple Sclerosis.



If you are disabled the law gives you rights at work. Now we are going to explain your rights.

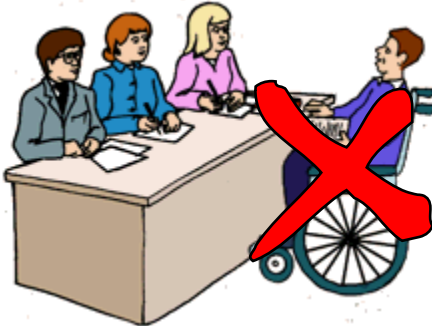
Your rights at work



Once you have told your work that you are disabled, they have to follow the law.

The law says that your work should not treat you unfairly.

Examples of how your work could treat you unfairly



Your work would be treating you unfairly if:

- they did not give you an interview for a job because you are disabled



- they did not give you a job because you are disabled



- they tell you to leave your job because you are disabled



- they treat you badly or allow other people to treat you badly because you are disabled.

Changes to help you do your job



The law also says that your work should make changes to help you to do your job.

This might not include very big or expensive changes, but could include changes like:



- let you have a friend, supporter or advocate with you at a meeting or interview.

At the end of this guide there is information about how to find an advocate.



- take extra time to explain to you how to do your job



- someone to help you read



- information that is easy to read with simple words and pictures



- give you more time to do tasks



- give you more time to learn tasks



- if you get tired easily you may need a break during the day or work different hours



- if you use a wheelchair you may need a ramp.

What to do if you need changes at work



Tell your employer if you need changes at work.



If you need help you can ask a friend, supporter or advocate.



You can call the Disability Law Service for advice.

Help to pay for changes at work



The Government has a scheme called 'Access to Work'.



This can help your work to make some changes and may also be able to help with the costs.



Information about how to contact Access to Work is at the end of this guide.

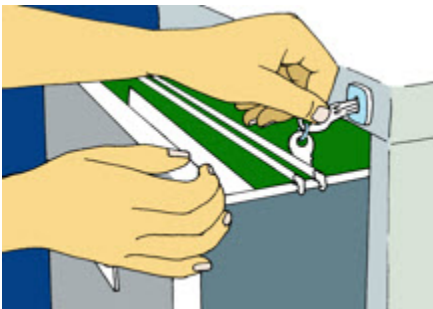
What you can do if your work is not being fair



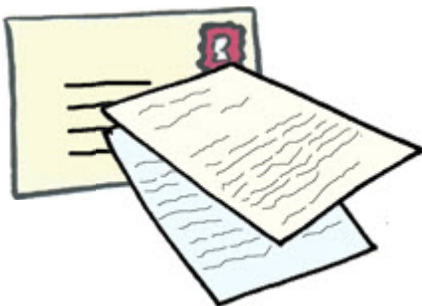
- do not get so angry that you lose your temper



- do not let things get really bad before you do something – get advice early



- Keep a record of what has happened, you may want to ask a friend, supporter or advocate to help you



- keep all the letters that are sent to you



- try to find an advocate or supporter if you need one. At the end of this guide there is information about how to find an advocate.



- if you want to ask for a change or if you are unhappy about how your work is treating you, the first thing you should do is write this in a letter and keep a copy.



If you need help you can ask a friend, supporter or advocate or you can call the Disability Law Service for advice



If your work is still not being fair or making changes the next thing you should do is make a complaint.



Your work will have rules about how to make complaints.



You should use those rules first. There will be people at work who can tell you how to do this.

The Disability Law Service can give you advice if you want to make a complaint.



If a complaint does not solve your problem you can use the law to make a claim against your work for treating you unfairly.

3 Months						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

To use the law you must make a claim within 3 months of being treated unfairly or being told to leave your job.



You need to get advice quickly.

How can you get help to use the law?



You can contact the Disability Law Service for free advice. Their contact information is at the end of this guide.

Equality and
Human Rights
Commission

equalityhumanrights.com

The Equality and Human Rights Commission also give free advice and sometimes can help you to make a claim.

Their contact information is at the end of this guide.



If you don't have a lot of money you can get some free help from a lawyer under the Government 'Legal Aid' scheme.

community
legal advice

Community Legal Advice will help you to find a lawyer who does Legal Aid work.



You might get help from your Trade Union if you are a member.



If you have any insurance like house insurance then this might pay for a lawyer. Ask your insurance company.



Sometimes you only have to pay the lawyer if you win.



Community Legal Advice can give you details of lawyers who do Employment Law.

What happens if you use the law



The court that looks at your claim is called a tribunal.



If you win at the tribunal you may be given money.



Your work could be told that they should make changes. If you have been told to leave your job, your work may have to give it back to you.

Remember



You do not have to put up with being treated unfairly at work.



If you are treated unfairly at work get advice quickly. You can contact the Disability Law Service for advice.

People and organisations you can get help from

The Disability Law Service



They will give you advice about your work and the law. They can also give you advice about getting help from social services or if you been refused benefits.

By post:



**The Disability Law Service
39–45 Cavell Street
Whitechapel
London
E1 2BP**



Telephone:

020 7791 9800



Email:

advice@dls.org.uk

Equality and Human Rights Commission

They give help on many problems to do with disability.



Telephone:

0845 604 6610



Website:

www.equalityhumanrights.com

Community Legal Advice

community
legal advice

They will tell you how to find lawyers.
They will also give you information about lawyers who do Legal Aid.



Telephone:

0845 345 4 345



Website:

www.communitylegaladvice.org.uk



Access to Work

This is a government scheme. It can help your work to make changes so you can do your job. They may help to pay for changes.



To get help from Access to Work ask the Disability Employment Adviser at your local Jobcentre or contact:



Jobcentre Plus
Access to Work Operational Support Unit
Nine Elms Lane
London
SW95 9BH



Telephone:

020 8426 3110



Email:

atwosu.london@jobcentreplus.gsi.gov.uk

Action for Advocacy

They can help you to find an advocate. You can call or email or search for an advocate on their website.



Telephone:

020 7820 7868



Email:

info@actionforadvocacy.org.uk



Website:

www.actionforadvocacy.org.uk

Advocacy Resource Exchange



They can help you to find an advocate. You can call or search for an advocate on their website.



Advocacy Resource Finder on:

08451 22 86 33



Website:

www.advocacyresource.org.uk



If you would like this guide in another format or language, please contact us on:



Telephone: **020 7791 9800**



Email **advice@dls.org.uk**

Legal Disclaimer

Disability Law Service has taken a lot of care to make sure what this leaflet says is right, but is not responsible if there are any mistakes.

This leaflet gives you basic information but you should also make sure you get full advice from a lawyer.

If we talk about any other organisations in this leaflet we have chosen these very carefully, but the Disability Law Service is not responsible for what other organisations do.



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www.inspiredservices.org.uk

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