Employer Evidence Template

Use this template to record your evidence, further actions, or comments for consideration as you go through your self-assessment. The amount of evidence required will vary depending on the size and nature of your business.

This will also help you if you want to become a Disability Confident Leader and have your self-assessment validated. This is for your records, and you do not need to send it to us.

Table 1: Employer admin details

Admin	Details
Employers Details	UK Shared Business Services Ltd UKSBS
Disability Confident Reference number (DSCXXXXXX)	DSC008813
Date	21/01/2025
Completed by and contact details	[redacted] and [redacted]

Table 2: Theme 1 - Getting the right people for your business (You must have provided evidence for all the following actions)

Number	Criteria	Evidence	Comments or further action required
1	Actively attracting and recruiting disabled people to help fill your opportunities (including jobs, apprenticeships, internships, work experience, etc	Each advertisement links to our mission statement 'Our vision is for equality, diversity, and inclusion (EDI) to be firmly embedded in everything that we do. That means embracing diversity within our workforce and creating a supportive environment where everyone feels valued, able to be themselves, and excel' which highlights the importance of equity and inclusion in our workforce, ensuring candidates are aware they can bring their whole self to work. Our adverts also highlight that we are an inclusive employer and a disability employer.	

Number	Criteria	Evidence	Comments or further action required
2	Providing a fully inclusive and accessible recruitment process.	Candidates are encouraged to declare if there any disabilities both within the application itself and by contacting the People Team directly. The People Team contact the candidate to check if there are any adjustments required at interview in readiness for working with the hiring manager to ensure any adjustments are implemented for the interview, as well as any further adjustments required in the interviewing journey. If adjustments are requested at interview the People Team will work with the manager to ensure adjustments are met. Interview questions can be provided twenty-four hours prior to the interview. If a candidate discloses a disability at the	

Number	Criteria	Evidence	Comments or further action required
		interview, the candidate will be given the option to move the interview if they feel more time to prepare would be beneficial.	
3	Offering an interview to disabled people who meet the minimum criteria for the job.	Candidates who have disclosed that they have a disability are scored against the minimum criteria for the role. If a candidate with a disability does meet the essential criteria, the candidate is guaranteed an interview.	
4	Being flexible when assessing people so disabled job applicants have the best opportunity to demonstrate that they can do the job.	All candidates are assessed via competency-based questions. Managers are trained to ask probing questions to support candidates to bring forward their best examples. Interviews can be held at flexible locations, such as different office	

Number	Criteria	Evidence	Comments or further action required
		location, virtually or at an agreed mutual location. Candidates who have expressed a need for adjustments, such as time extensions, capability assessments in advance and interview questions in advance, accessible interview spaces, are provided these adjustments, where applicable to the need.	
5	Must proactively offer and making reasonable adjustments as required.	Where a disability is disclosed, regardless of if candidates have or have not expressed a need via application for reasonable adjustments, the People Team proactively contact the candidate to request any need for reasonable adjustments and act accordingly.	In the future we plan to train managers to check for adjustments to be made at the beginning of the interview.

Number	Criteria	Evidence	Comments or further action required
6	Encouraging our suppliers and partner firms to be Disability Confident.	Specifications for procuring services specify accessibility to be a mandatory requirement, to ensure there are no barriers to access.	
7	Ensuring employees have sufficient disability equality awareness training.	EDI Training is mandatory for all employees, completed on a yearly basis.	

Table 3: Theme 1 – Getting the right people for your business (You must agree to at least one of the following activities)

Number	Activity	Evidence (only for the activities you have agreed to in your self-assessment)	Comments or further action required
1	Providing work experience.	We currently provide work experience to school aged leavers/students via friends/family and personal recommendations of UKSBS employees across a variety of areas of the	

Number	Activity	Evidence (only for the activities you have agreed to in your self-assessment)	Comments or further action required
		business, accommodating requests dependant on business priorities and capacity.	
2	Providing work trials.	We do not currently provide work trials.	
3	Providing paid employment (permanent or fixed term).	Our recruitment practices ensure we are hiring for fixed term or permanent paid roles.	
4	Providing apprenticeships.	Apprenticeships are run through our People Team who apply the same measures as per our standard recruitment practices. Candidates are invited to an assessment day and are given the opportunity to request adjustments to be made to reduce barriers to attendance.	

Number	Activity	Evidence (only for the activities you have agreed to in your self-assessment)	Comments or further action required
5	Providing a traineeship.	We currently do not provide traineeships.	
6	Providing paid internships or support internships (or both).	We do not currently provide internships.	
7	Advertising vacancies and other opportunities through organisations and media aimed particularly at disabled people.	All of our media supports applications to be received by any members of the community regardless of any of the protected characteristics. Our advertisements our clear that we are an inclusive employer and disability employer, as well as link to our EDI internet page to ensure applicants our aware of our dedication to our EDI missions.	
8	Engaging with Jobcentre Plus, Work and Health programme providers and local	We do not currently engage with the organisations listed.	We plan to engage with other providers in the future to

Number	Activity	Evidence (only for the activities you have agreed to in your self-assessment)	Comments or further action required
	disabled people's user led organisations (DPULOs) to access support when required.		ensure we are utilising our local communities in gaining the right talent.
9	Providing an environment that is inclusive and accessible for staff, clients and customer	We are equipped with the below to ensure an inclusive and accessible environment for our employees; • Open plan spaces • Closed workspaces within open plan spaces to allow for those who need closed spaces for concentration • Wide walkways, doors with press to open • Tools to support different visionary needs	

Number	Activity	Evidence (only for the activities you have agreed to in your self-assessment)	Comments or further action required
		• Tools to support reading, writing and literacy • Tools to support the need to record and transcribe meetings, as well as identify actions across meeting and emails • Unisex toilets • Laptops with built in accessibility tools Options to refer for DSE and Occupational Health Services for further equipment needs	
10	Offering other innovative and effective approaches to encourage disabled people	All of our recruitment is fair and transparent, to ensure all candidates are encouraged to apply for opportunities.	

Number	Activity	Evidence (only for the activities you have agreed to in your self-assessment)	Comments or further action required
	to apply for opportunities and supporting them when they do.	All candidates are supported throughout their recruitment journey; however, extra consideration and report is given to candidates with a disability.	

Table 4: Theme 2 - Keeping and developing your people (You must have provided evidence for all the following actions.)

Number	Criteria	Evidence	Comments or further action required
1	Promoting a culture of being Disability Confident.	Our inclusiveness policy details how we promote an inclusive culture and good practice in recruitment, training, promotion and assessment, and good management practice, through the development of codes of best practice, policies, and training.	We are currently renewing our EDI strategy with the intention of publishing the strategy onto our internet page to ensure we are demonstrating our commitment to equity.

Number	Criteria	Evidence	Comments or further action required
		We clearly document when employees can request reasonable adjustments and make every effort to ensure as many of our standard technology has accessibility features.	
2	Supporting employees to manage their disabilities or health conditions.	Employees are encouraged to disclose any disabilities or health conditions with their manager to ensure that flexibility is provided in attendance at appointments, management of the expectations within their role, working patterns, absence procedures and adjustments within the workplace that could support the individual. Where adjustments that require extra support are required, employees can be referred to a Desk, Screen Equipment assessor and/or	

Number	Criteria	Evidence	Comments or further action required
		Occupational Health Advisor to assist in the identification and implementation of equipment, products and further workplace or role specific adjustments.	
3	Ensuring there are no barriers to the development and progression of disabled staff.	We actively encourage internal mobility. All roles are advertised internally to allow progression opportunities to all. Opportunities for development is a part of all of our roles in UKSBS. Opportunities for other development such as champion roles throughout UKSBS forums are advertised to all employees internally.	The work completed by our EDI Champions is currently being reviewed to encompass guiding managers on how to remove barriers to the development of our employees with a disability.
4	Ensuring managers are aware of how they can support staff who are sick or absent from work.	Our absence policy details procedures to follow in both the short-term and long-term absence management of sickness, it lists the appropriate support expected	

Number	Criteria	Evidence	Comments or further action required
		by line managers to encompass wellbeing.	
5	Valuing and listening to feedback from disabled staff.	UKSBS run an anonymous pulse survey each year, as well as a further 'temperature check' to gain feedback for the purpose of making improvements across the business. The results are fed back to employees at a high level with a you said, we did – to ensure employees are aware of the value of their feedback.	
6	Reviewing this Disability Confident employer self-assessment regularly. (At least annually)	The self-assessment is reviewed by the People Team to assist us with our EDI strategy in shaping a more inclusive future.	

Table 5: Theme 2 – Keeping and developing your people. (You must have provided evidence for at least one the following actions.)

Number	Criteria	Evidence	Comments or further action required
1	Providing mentoring, coaching, buddying and or other support networks for staff.	EDI Forum – Provides mentoring and coaching the business on how we equitable and inclusive in our approaches, our languages and by our actions. Mental Health Advisor Forum – Provides a type of buddying to employees to support their welfare as well as signposting.	Mental Health Advisor Forum – To undertake a coaching role with managers to support employee wellbeing. Currently building further support networks within and managed by the EDI Forum. We are in the planning stages of implementing a formal buddying/coaching practice, to build onto informal practices that take place.
2	Including disability awareness equality training in our induction process.	EDI Training is mandatory for all employees. As part of the induction	

Number	Criteria	Evidence	Comments or further action required
		process, employees are expected to complete the training within the first week of employment.	
3	Guiding staff to information and advice on mental health conditions.	MHFA, Wellbeing Hub, internal communications, Sessions for managers, Employee Assistance Programme and healthcare scheme.	
4	Providing occupational health services if required	We are contracted with an external provider to provide both pre-employment health screening and occupational health services for existing employees. Pre-employment health screening helps us to identify if there are any employees with pre-existing health conditions or disabilities that may need support with	

Number	Criteria	Evidence	Comments or further action required
		adjustments to reach their full potential in their role. Occupational health services helps us to identify support that is above our current offering where health conditions and disabilities status has changed, requiring extra support.	
5	Identifying and sharing good practice.	The People Team manage a membership with Inclusive Employers, who provide extra resources to identify and share good practice amongst the People Team, the EDI Champions and the business. The People Team work within a business partnering model with the senior leadership of the business, sharing knowledge and good practice.	

Number	Criteria	Evidence	Comments or further action required
6	Providing human resource managers with specific Disability Confident training	The People Team manage a membership with Inclusive Employers, who provide extra resources to identify and share good practice amongst the People Team.	