



Requests for Reasonable Accommodations

What can you expect from us:

- That we will, in line with the Government's Comprehensive Employment Strategy for People with Disabilities (2015-2024) ensure that our services are accessible across the range of disabilities including people with physical or sensory disabilities, those with mental health conditions, those who acquire a disability, those with intellectual disabilities and those with autism.
- That we will, in line with the Employment Equality Acts 1998 – 2015, do all that is reasonable to accommodate the needs of a person who has a disability.
- That we will, when you apply for a job, ask if you require reasonable accommodations to be made in relation to the selection process.
- If you indicate that you would like to have reasonable accommodations made, we will ask you to submit a medical/psychologist's report. The purpose of the report is to provide us with information to inform the decision on reasonable accommodations.
- That, in determining the accommodations to be made during the competitive process, we will consider each request for reasonable accommodations on a case by case basis.
- That we will communicate with you about the requested accommodations in advance of the selection process.
- That we will keep confidential any information you give us as part of the process of determining reasonable accommodations. Please note that if you have a disability that requires accommodations to be made in the workplace, we will ask you to complete a workplace accommodations form which we will pass on to your employing department or office. Otherwise, the employing organisation will not be made aware of your disability, unless you ask us to provide them with that information.
- We will do our utmost to treat you with courtesy, dignity and respect.

What we expect from you:

- We expect you to indicate that you would like to have reasonable accommodations made for you when you complete the application form for a role.
- We expect you to fully engage with us in our efforts to provide you with reasonable accommodations.
- We ask you to make every effort to return your medical/psychologist's report by the specified date.
- We would appreciate it if you would treat us with courtesy, dignity and respect.

