

Neurodiversity at Work

TSSA Equality Bargaining Standard



tssa

Neurodiversity
celebrating our differences

Neurodiversity and the TSSA

TSSA is committed to celebrate, promote and manage diversity. Our Workplace Representatives stand up for respect and equality in their workplaces every day. They do this through representing members in cases, campaigning for changes to policies and practices, holding workplace sessions on key issues of interest to members and potential members, and leading on initiatives with employers to make the workplace fair and equal.

Neurodiversity is used as an umbrella term referring to a group of diverse processing conditions such as Dyslexia, Attention Deficit Disorders (ADD/ADHD), Dyspraxia aka Developmental Coordination Disorder (DCD) and Autistic Spectrum Disorder (ASD) aka Autism and Asperger's syndrome.

Employers have a duty to ensure their employees are free from discrimination, bullying and harassment due to their neurodiverse condition disability under the Equality Act 2010. Discrimination could occur as a result of a one-off action, the application of a rule or policy or the existence of physical or communication barriers which make access difficult or impossible. It can also be as a result of not providing a reasonable adjustment to address these barriers.

We want employers to take practical steps to create workplaces where people can be open about their conditions without fear of

discrimination and which will make all employees feel more positive about the workplace as well as becoming more productive.

Our vision is to achieve a safe accepting and supportive workplace for all neurodiverse people that offers them opportunities. We believe that people should be able to be their true authentic selves in the workplace and have a right to pursue career progression as fully as neuro typical colleagues. Diversity in teams helps creativity, challenge 'group think' and opens up opportunities to attract and retain skilled staff. Employers need to embrace these benefits and create a neurodiverse friendly workplace.

TSSA's Neurodiversity Programme

In 2012 TSSA launched our 'Neurodiversity in the Transport Industry' research report conducted by Heriot-Watt University, highlighting the challenges faced by our members who are neurodiverse. Since then we have built a programme that will help us achieve our vision.

Our programme is based on the recommendations from the research report. It involves:

1. awareness building in the workplace, development of training and materials
2. specialised employer and line manager training
3. negotiating policies across the industry that cater for the needs of neurodiverse employees

What is a Bargaining Standard?

TSSA Equality Bargaining Standards help our Workplace Representatives secure equality and diversity outcomes through collective bargaining, that benefit our members and potential members.

A standard includes clearly identified outcomes and practical mechanisms by which to reach them. This ensures our members who work for different employers achieve a standard of working conditions across the industry. Workplace Representatives and active members, whether they have experience of the issues or not, can present our standard to their employer in a variety of forums, negotiate improvements and work together on joint initiatives until our TSSA Gold Standard is achieved.

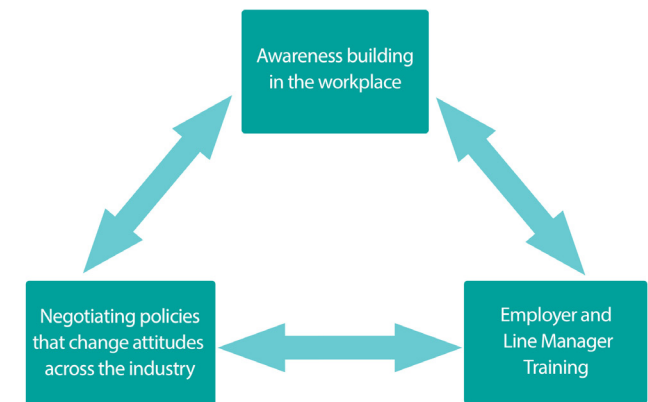
Neurodiversity in the Workplace is one of handful of bargaining standards that are designed to promote improvements in terms of equality and diversity wherever TSSA organises. Together, these standards build a picture of what our union stands for and how we are working

to change the lives of our members at work.

TSSA members will introduce this bargaining standard to their employers. The standard is not a document we will ask employers to sign as such. Where possible our members will work with employers to audit themselves against the standard and identify areas for improvement. Employers can then identify practical actions from our standard to work on with TSSA that best fit their circumstances.

For our Reps, the standard enables them to measure the good work they are doing and plan for what they want and need to achieve. For our members, achieving our gold standard in this area will mean their employer has made a significant effort to ensure they are fully supported in their workplace. For employers, our standard includes practical actions that can be taken positively and collaboratively with TSSA members, so they can achieve a 'neurodiverse friendly' workplace.

TSSA's Neurodiversity Programme



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Hayley Hill Network Rail

I decided to stand as an Equality Rep after attending a TSSA Neurodiversity Awareness Course for members. It opened my eyes as to how many different Neurodiverse conditions there are.

I strongly believe in equality of opportunity and achievement. Neurodiverse conditions have traditionally been viewed as disabilities, however, with reasonable adjustments in place everyone can be given the same opportunities to achieve. Neurodiverse people can bring a variety of strengths to the workplace.

I believe that education and understanding are key and I am passionate about raising awareness at work. I arranged for the National Autistic Society to come along to our Safety Hour during "Everyone Week" and I continue to look for opportunities to raise awareness on all Neurodiverse Conditions in the workplace.



Eve Cole British Transport Police

Being dyslexic in the police force can be really challenging one of the reasons being the number of handwritten reports you have to take.

British Transport Police sent me for a dyslexia assessment, an opportunity I embraced to avoid further embarrassment of having to explain my struggle with such tasks.

More than that though, with the reasonable adjustments and changes to my role, it has also improved my mental wellbeing.

I now advocate for change in the workplace and want British Transport Police to be the leading organisation to actively support and put in place changes to help.



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There are three levels to TSSA's standard, Bronze, Silver and Gold. To achieve Bronze and Silver, an employer will achieve 80% of the level. To achieve Gold, an employer will achieve and maintain 80% of Gold, Silver and all of Bronze.

Bronze Standard

- Engage with TSSA on issues regarding workplace culture and inclusivity and share information on the same
- Recognition of TSSA Equality Representatives and TSSA Union Learning Representatives (includes paid facility time) and their role in screening people for neurodiverse conditions
- Provide paid release for any TSSA Representatives to attend TSSA approved neurodiversity specialist training and CPD, in addition to other union training specific to their role
- Conduct Equality Impact Assessments and comply with the public sector equality duty (if applicable)
- Have policies in place, develop new policies or review existing policies in consultation with TSSA representatives, to manage any impact on neurodiverse employees, specifically policies that address:
 - Handling of disclosure of disability and other information
 - Line managing neurodiverse employees
 - Reasonable adjustments
 - Processes for formal diagnosis of employees
 - Mental health and wellbeing
 - Performance management and any links between performance and remuneration
 - Company prescribed behaviours and values that can indirectly discriminate against neurodiverse people
 - Training and development, career progression
 - Accessibility of information, technology and systems, including communication formats, templates, language
 - Implementation of any employer guidelines or guidance that exists in the above policy areas, that guidance will be followed unless there are circumstances that restrict the ability to follow the guidance. If a guidance is not followed there is a reason provided that will be made available to TSSA workplace representatives on request
- Establish a committee that includes TSSA Equality Representatives, whose remit it is to develop an action plan to achieve neurodiverse friendly workplaces
- Conduct an accessibility assessment with TSSA Equality Representatives, for neurodiverse conditions in the employer's typical work environments
- Agreement/commitment in writing to work with TSSA and its workplace representatives on solutions and initiatives to improve inclusivity and support of neurodiverse/neuro-atypical employees. This will give our members confidence they will be able to be open and freely engage in workplace neurodiversity activities

Silver Standard

- Employer becomes a Disability Confident Employer
- Senior managers sign a TSSA pledge
- Work with TSSA to produce and agree a 'neurodiversity at work plan', implementing any recommendations from the accessibility assessment and TSSA Equality Representatives
- Agreement to conduct training with staff to raise awareness of neurodiverse conditions and their impact on people at work, with training content and provider agreed in consultation with TSSA Equality Representatives
- 90% or more of line managers are provided neurodiversity awareness training approved by TSSA. This will include clear guidance on how to deal with complaints on bullying and harassment linked to neurodiversity and how to work with the neurodiverse person involved whether as perpetrator or target
- Establish a monitoring and consultation process in relation to equality, diversity and inclusion of disabled and neurodiverse staff, including transparency and use of staff surveys, that feeds into the committee
- Enter into an agreement with TSSA that encourages access to learning and development for all staff, that recognises and empowers the role of TSSA Representatives including Equality Representatives and Union Learning Representatives

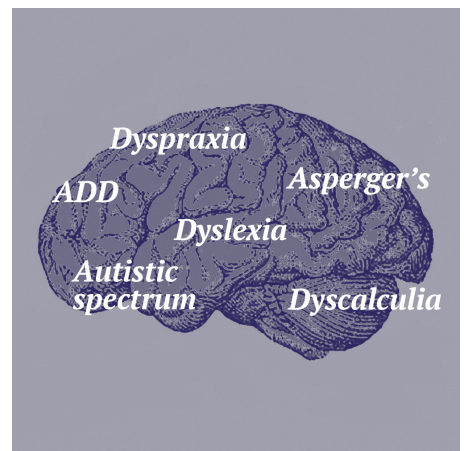
- Company will implement reasonable adjustments without the need for formal diagnosis, where it is recommended as part of an occupational health assessment and/or by a TSSA Equality Representative, to help an employee perform in their role
- The individual with the condition to be fully supported by the company in making applications to the Access to Work government scheme. This should involve TSSA Equality Representatives and include access to those people in the company with appropriate responsibilities
- People are proactively signposted to TSSA Equality Representatives by the employer when there is an issue related to neurodiversity
- Employer will recognise the outcomes of screening/assessments carried out by TSSA Equality Representatives who have completed the appropriate training approved by TSSA
- TSSA Equality Representatives be provided access to induction events of new staff to develop neurodiversity awareness
- Adopt/ honour/recognise TUC Reasonable Adjustment Passports to ensure continuation of reasonable adjustments throughout employment
- Provision of specific training for customer facing external interactions, mindful of touchpoints where service users encounter the company
- Have a plan on how to effectively recruit people who have neurodiverse conditions into the business

Gold Standard

- Every neurodiverse employee to have a development plan completed for their individual circumstances, identifying a pathway for them in the organisation and the support that will be provided to them. This is to be reviewed annually
 - The employer will allocate resources towards formal diagnosis and workplace needs analysis of staff members, where supported by the assessment of a trained TSSA Representative
 - Joint campaigning with TSSA on neurodiversity awareness and associated issues including tackling discrimination, bullying and harassment
 - Company to adopt Inclusive Design approaches to their workplace environments and test this with people who have lived experience of neurodiverse conditions. The test process to be agreed and monitored with TSSA Equality Representatives
 - Senior management training provided that includes neurodiversity awareness and issues suitable for their role and which builds on general staff training
 - A senior manager is nominated to oversee company actions to increase inclusion of neurodiverse people
 - Develop processes to encourage disclosure and openness during recruitment and good employer response following disclosure of a neurodiverse condition, in consultation with TSSA representatives
- Staff network(s) that include a focus on neurodiversity established with TSSA involvement and provided resources for activities
 - Be socially responsible by community engagement and participation with community organisations and agencies, to strengthen support for staff and positive messaging for passengers, doing this jointly with TSSA
 - Evidence of meeting each level of the standard is provided to TSSA annually along with discussions on further company and joint initiatives. Where any of the above material is absent or unavailable, employers should remedy this shortfall and make it the subject of discussion with TSSA

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www.tssa.org.uk/join



TSSA Helpdesk

helpdesk@tssa.org.uk

0800 328 2673 (UK)

1800 805272 (RoI)

Useful Links & References

TSSA www.tssa.org.uk/equality

www.tssa.org.uk/neurodiversity

Neurodiversity in the Transport Industry Report by Heriott-Watt University, 2012 - www.tssa.org.uk/NDresources

Neurodivergence in Transport and Travel: Line Manager Support and Training Report by Heriot-Watt University, 2018 - www.tssa.org.uk/NDresources

TSSA Equalities on Twitter - @TSSAEqualities

TSSA Neurodiversity on Facebook - www.facebook.com/TSSA-Neurodiversity

Access to Work - 0800 121 7479 / www.gov.uk/access-to-work

Disability Confident Employers - www.disabilityconfident.campaign.gov.uk



The TSSA Disability Working Group exists to advance the interests of TSSA members with disabilities.

www.tssa.org.uk/dwg

www.tssadwg.com

@TSSADWG