

**=get**

**How to:**

**Disclose your Condition  
to an Employer**



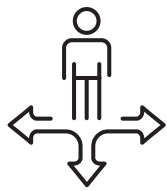
# Aims of this guide

- Introduction to topic
- Tips to help you decide if you would like to disclose
- Discussion points to help you decide how much to disclose and when
- Explore different ways of how you can disclose
- Concerns and benefits
- Discrimination legislation
- Conclusions



# Introduction

This short guide offers advice on **how** to disclose your condition to your employer, **when** to disclose and **how much** to disclose.



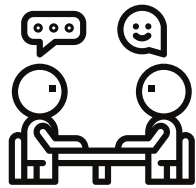
You do not have to disclose your condition, it is your own personal choice and it is not a requirement for receiving support from GET.



You should discuss your condition, however, when it might pose a risk at work to yourself or others.



Employers should ask candidates whether they need any 'reasonable adjustments' for any part of the recruitment process.



If you are disabled and would like to request a reasonable adjustments you will need to share some information.



Once shared, a disability must be kept confidential by the employer unless the employee has made it clear they are happy for the information to be shared. In other instances, where you need support from colleagues, or there are health and safety reasons, colleagues may also need to be aware.



There are many benefits to be gained from disclosing your condition and giving your employer the opportunity to better support you to work at your best in the workplace.

# How do you decide?

Is my disability a disadvantage?

What will the reaction be?

Mental health conditions can be invisible - do I need to disclose?

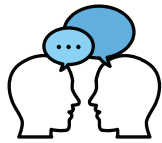
My disability varies and can be at different stages

My disability won't affect my interview skills



Writing down your experiences in real life - weighing these up will help you to determine if disclosure is necessary.

If your condition has some of the below traits then disclosing could be the better option:



**poor eye contact**



**averse to being touched**



**split attention**



**slow response time**



**hearing difficulty**



**sight issues**



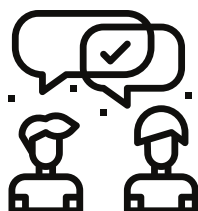
**mobility problems**



**anxiety**

# How much to disclose?

How much you need to tell your employer about your condition will very much depend upon the impacts that your condition has upon the workplace, your colleagues and yourself:



Do you only need to share information with your manager or will your team need to know?



Medication side effects. E.g. taken at night requiring a later start time or dizzy spells where you might need support or "brain fog" slowing down your ability to take in a lot of new information at once.



Will you need time off to attend medical appointments or could you benefit from flexible working hours?

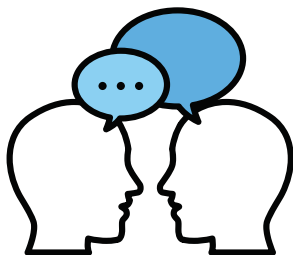


Impacts of your condition on your workload, colleagues and workplace. E.g. if you need assistance with fire drills due to sensory or mobility issues, you must disclose all relevant details.

# Different ways to disclose

How you disclose your condition is up to you and will depend on what you feel most comfortable with. It is also tied in with when you want to disclose. There is no hard and fast rule and you may choose any of the following:

- in a covering letter
- on your CV
- through your ESO
- on the application form
- in an email pre-interview
- during an interview
- in a prepared statement



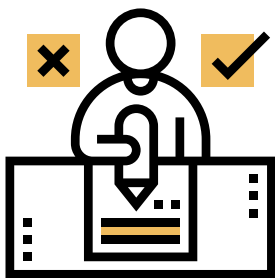
# When to disclose?



Before your interview: this gives you time to compose your disclosure, the employer can prepare and better plan your interview. This should help you feel more relaxed. You could also discuss options to help you in the workplace during the interview.



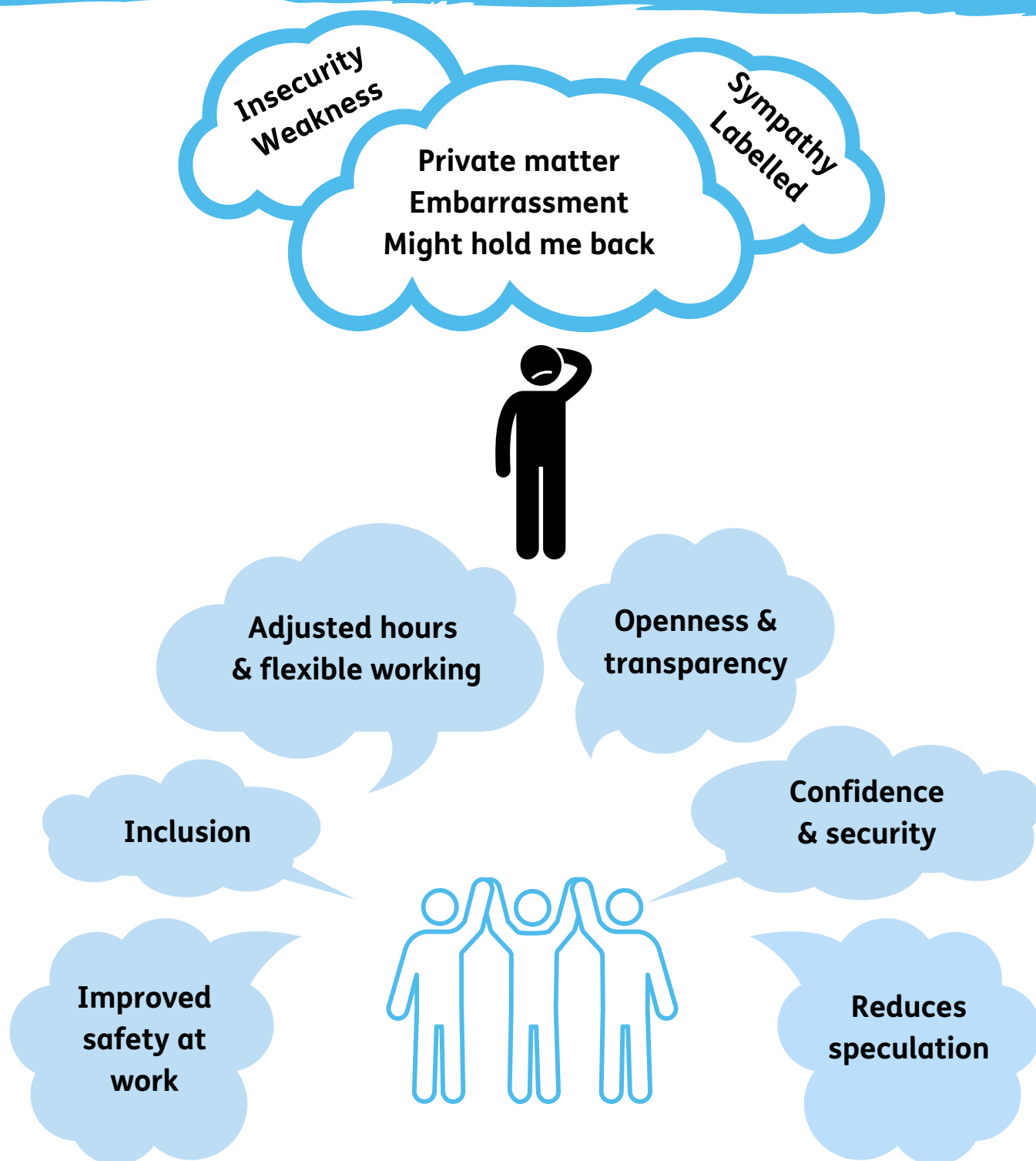
During your interview: you may prefer to get to the interview stage before making any disclosure about your condition. This does however leave the employer unprepared and possibly facing uncertainty about how to assist you in the workplace.



After your interview: if you are selected for the next stage of recruitment and were reluctant or didn't find an opportunity to disclose beforehand, this is your last chance to disclose before you sign your contract. It's important to be open and honest about any reasonable adjustments you may require. Either a telephone call or email to HR. If you wait until after you've signed a contract an employer may feel tricked.



# Concerns and benefits



# Discrimination Legislation

**There is currently no law in place in Guernsey to protect the rights of disabled people in the workplace.**

A number of Guernsey employers will have premises in Jersey, the UK or other jurisdictions that have established anti-discrimination laws. Their policies should reflect this.

## **Employers should....**

- judge all applicants as equal
- request evidence to demonstrate you have the relevant skills and experience to perform a role
- be careful not to make assumptions about disabled people or someone's capability
- ask candidates whether they need any 'reasonable adjustments' for any part of the recruitment process

Guernsey's anti-discrimination law is due to be enforced in 2022. It will help protect applicants from all forms of bias and will help to educate employers.



# Conclusions

- **Disclosure about your disability or condition is a personal choice and as such it needs to fit in with who you are and how you live your life.**
- **It is not a pre-condition of GET.**
- **You have complete freedom of choice and a decision not to disclose can be revisited at any time, and certainly if personal circumstances change.**
- **You may like to speak to your doctor and seek their professional medical advice.**
- **The role for which you are applying may in itself dictate the necessity to disclose or not disclose.**



[www.get.org.gg](http://www.get.org.gg)  
01481 247 999  
[info@get.org.gg](mailto:info@get.org.gg)

**Guernsey Employment Trust**  
Fort Complex, Les Tracheries Road  
St Sampson, Guernsey GY2 4SN

**Our aim is to support disabled  
and disadvantaged people to secure  
and maintain work in Guernsey.**

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*Promoting Inclusion*