



# Interview and workplace Adjustments

At Co-op we want to make sure disabled and neurodivergent people are treated fairly and have access to the same opportunities as everyone else. If you are disabled or neurodivergent we can make adjustments to our recruitment process according to your needs.

You don't have to tell us about any disabilities or conditions that you have, but we can only make adjustments if we know they are needed. So, we encourage you to share information about your needs with our Talent Acquisition team. We'll ask you whether you need reasonable adjustments when we invite you to take part in the recruitment process for any of our jobs and again before you start your new role with us.

We have carefully considered feedback from our colleagues and aim to ensure our language is inclusive, fostering a sense of belonging for everyone. Therefore, we have decided to replace the term 'reasonable adjustments' with 'interview or workplace adjustments'.



## What are interview and workplace adjustments?

If you're disabled or neurodivergent, we need to remove any barriers or disadvantages you might experience in the process compared with non-disabled or neuro-typical candidates.

Interview adjustments are the changes we can make to our recruitment processes to make sure you can participate fairly. Different people might need different or multiple adjustments, even for similar conditions. Some examples of adjustments we could make as part of the recruitment process include:

- Conducting interviews virtually - allowing you to choose the location that suits you best
- Providing interview questions in advance or additional detail about what to expect during the assessment process - allowing you to be extra prepared
- Providing more time to complete a written assessment - allowing you to perform to the best of your ability if you're dyslexic
- Making sure the interview is conducted on the ground floor or is accessible by a lift - making it easier for you to take part if you're a wheelchair user

Once you have been offered a job, we want to ensure you are fully supported in your new role, so we'll ask you if you need any workplace adjustments so that you can perform to the best of your ability.

To make sure you can be fully supported in your role we'll consider a few different things. These include:

- How effective the adjustment would be in removing the disadvantage
- How much disruption it would cause to make the adjustment
- Whether the adjustment would create any health and safety risks
- How much the adjustment will cost if anything
- How practical the adjustment would be to implement

We're committed to exploring every possible avenue to provide adjustments that make it possible for disabled and neurodivergent people to take part in our recruitment processes on a level playing field and thrive in their role at Co-op.



## How can I request an interview or workplace adjustment?

If we invite you to take part in the recruitment process for any of our jobs, we'll ask you beforehand by text or email about any interview adjustments you might need to enable you to take part. If you're unsure about whether you'll need any adjustments, ask yourself: "without any adjustments, will I be able to perform to the best of my ability?"

When requesting an interview adjustment, we recommend that you consider these things:

1. What is your disability or condition and how does it affect you?
2. How might it affect your ability to take part in the recruitment process?
3. What support would enable you to take part in the process and perform to the best of your ability?

Don't worry if you don't know exactly what support you might need. If you have any questions about interview adjustments, you can contact us via email at [coopcareers@coop.co.uk](mailto:coopcareers@coop.co.uk).



## Learn more about how we've supported our colleagues

Reaching my potential as a blind colleague

Co-op saw my potential, not my disability



## Disability Confident Scheme

During the application process, we'll also ask you whether you would like to apply under the Disability Confident Scheme. As members of the Disability Confident Scheme, we've committed to reducing the barriers that disabled candidates face when applying for jobs.

### What is the Disability Confident Scheme?

The Disability Confident Scheme is a government initiative that encourages employers to increase the number of disabled people they hire into their organisation.

It's designed to make sure disabled people don't experience disadvantages in the recruitment process.

As part of Co-op's commitment to the Disability Confident Scheme we've pledged to:

- Always offer an interview to any disabled or neurodivergent candidate who meets the minimum criteria for the role. This includes everything listed in the 'What you'll bring' section of the job advert, as well as the responses provided to screening questions
- Make interview adjustments throughout the recruitment process to make sure disabled candidates are not disadvantaged
- Provide an inclusive, fair, and accessible hiring process for all disabled candidates
- Support disabled colleagues by making workplace adjustments where necessary to enable them to do their jobs to the best of their ability

