



Reasonable Adjustments

in our recruitment process

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

You don't have to tell us about any disabilities you have, but we can only make adjustments if we know they're needed. So, we encourage you to share information about your needs with our resourcing 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.



What are reasonable adjustments?

If you're disabled, we need to remove any barriers or disadvantages you might experience in the process compared with non-disabled candidates. Reasonable 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 additional detail about what to expect during the assessment process - allowing you to be extra prepared if you're autistic
- 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

To decide what's 'reasonable' we'll consider:

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

We're committed to exploring every possible avenue to provide adjustments that make it possible for disabled people to take part in our recruitment processes on a level playing field.



How can I request reasonable adjustments?

If we invite you to take part in the recruitment process for any of our jobs, we'll ask you beforehand about any reasonable 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 reasonable adjustments, we recommend that you consider these things:

1. What is your disability 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 reasonable adjustments, you can contact us via email at resourcingservices@coop.co.uk



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 disabled candidates if they meet the minimum criteria for a job
- Make reasonable 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 reasonable adjustments where necessary to enable them to do their jobs to the best of their ability

