



Reasonable adjustments for candidates

What are reasonable adjustments?

Here at the IOPC, we are committed to creating an inclusive and accessible recruitment & selection process. We understand that everyone's circumstances are different, and we want to make sure you feel comfortable and supported throughout the process. If there's anything we can do to help you participate fully by offering **reasonable adjustments**, please let us know.

Reasonable adjustments are changes an employer makes to remove or reduce a disadvantage related to someone's disability. As an inclusive employer, we understand that candidates with other needs such as, but not limited to, caring responsibilities or observing religious celebrations, may also require adjustments. Reasonable adjustments are specific to an individual person.

We really do encourage you to reach out to provide us with the opportunity to help you showcase your full potential. **You do not need to provide a formal diagnosis or medical evidence**, just tell us what would help you.

We welcome candidates from all backgrounds and are committed to creating an environment where everyone can thrive, as we understand that this makes us stronger as an organisation.

What adjustments can be made?

Examples of adjustments we can make include:

- Additional time to complete tasks/interview.
- Assistance if the test or assessment is delivered virtually, such as closed captions via MS Teams.
- Option to mute non-speaking interviewers to reduce overwhelm.
- Providing documents in accessible formats (large print, Braille, or digital).
- Interview questions in advance if processing time is needed.

- Opportunity to have a break during the interview such as before moving on to strength-based questions. These questions differ in style, so you may need additional time to assist with task switching.
- Sharing interview questions in the chat bar (or on paper if interviewing in person).
- Have an accessible car parking space reserved if interviewing in person.
- Provision of a British Sign Language interpreter.
- Preference for interviews at specific times that accommodate medical appointments, caring responsibilities, religious celebrations or energy levels.

Requesting reasonable adjustments

We strive for continuous improvement, and we are open to discuss any further potential reasonable adjustments that may help show your best self. Please contact us at recruitment@policeconduct.gov.uk to discuss any adjustments you may require. Your request will be treated with care and confidentiality; our goal is to allow your potential to shine through.

We have already embedded some changes within our recruitment & selection process to ensure that we are inclusive. For example:

- We appreciate making last minute changes to assessments or interviews can cause anxiety, so we will aim to give plenty of notice if we have to reschedule.
- We clearly outline each step of the application/recruitment process and set clear expectations upfront within our job advertisements.
- We aim to ensure that our interview questions are clear, structured and focused, so neurodivergent candidates can perform at their best.
- Within MS Teams calendar invites we will list the order in which the questions will be asked to remove any uncertainty or additional stress prior to attending assessments or interviews.
- It is mandatory for our interview panels to complete Success Profiles and Equality, Diversity & Inclusion training, covering topics such as bias, privilege, lived experiences and reasonable adjustments.
- We care about creating a fair and welcoming process, so we make every effort to ensure our interview panels include people of different ages, ethnic backgrounds, and genders.

Requesting adjustments will not affect the outcome of your interview or how your application is considered. Our goal is to ensure you have the best opportunity to demonstrate your skills and experience.

If you do share your diagnosis with us, this is not shared with the interview panel or assessor. We only share adjustments with the panel that they need to be made aware of.

Adjustments such as questions being sent in advance don't need to be shared with the panel: so sometimes they do not know that you have requested any adjustments at all.

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