



Comhairle Cathrach  
Bhaile Átha Cliath  
Dublin City Council



Dublin City Council

Work without Limits  
Our Code of Practice for employing people with a  
disability

### Document History

Work without Limits Our Code of Practice for employing people with a disability			
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# 1 Introduction to Code of Practice

In Dublin City Council we maintain and promote an inclusive work environment based on dignity and respect and where diversity is welcomed and accommodated, so that our employees, with and without disabilities, can feel that we value and treat them equally.

‘Work without limits’ is a Code of Practice that we have carefully designed as a useful tool for all employees, including senior managers. It builds on the significant progress we have made in supporting employees with disabilities. It also describes the processes we have put in place to meet our employees’ diverse needs.

This Code of Practice contains the commitments that this organisation makes to us all. I hope that the information in this document will positively inform the way that we interact with our work colleagues on a day-to-day basis.

This Code of Practice has been prepared on the basis of implementing the Public Sector Equality and Human Rights Duty (‘the Duty’), which requires Dublin City Council to have regard to the need to eliminate discrimination, promote equality of opportunity and protect human rights for our employees, service users, members and policy beneficiaries. An Equality and Human Rights Impact Assessment was undertaken on the draft Work without Limits, our Code of Practice for employing people with a disability. The ongoing implementation of the Code of Practice will further reflect and comply with the requirement of the Duty.

This Code of Practice complies with the:

- Employment Equality Acts 1998-2015;
- Safety, Health and Welfare at Work Act 2005;
- Disability Act 2005; and
- Irish Human Rights and Equality Commission Act 2014.

This Code of Practice acknowledges and takes account of the diversity among people with disabilities.



**Aidan Blighe**  
Assistant Chief Executive  
HR Department

## 2 Disability Liaison Officer

Dublin City Council has a Disability Liaison Officer in place. The role of Disability Liaison Officer is performed by our Equality, Diversity and Inclusion (EDI) Officer. The Disability Liaison Officer will meet with new and existing employees who have disclosed a disability to provide advice, support and guidance in relation to this policy, their rights under equality legislation, reasonable accommodations that may be required and policy and procedures available to deal with issues or complaints that may arise. The Disability Liaison Officer is also available to provide advice and support to managers in the area of disability. You can contact the Disability Liaison Officer by email at [edi@dublincity.ie](mailto:edi@dublincity.ie) or by telephone at 01 222 3136.

### 3 Disclosure of a disability

We recognise that letting people know you have a disability can be a sensitive issue. We hope that our inclusive work environment encourages employees who have, develop or acquire a disability to talk to their line manager about it.

When an employee gives this information, their manager will treat it confidentially and in a positive and supportive way.

When an employee discloses that they have a disability, it provides an opportunity to ensure that any supports or reasonable accommodations are put in place.

Once an employee has told their manager about their disability, the manager should take the following steps:

- Inform the employee about the availability of a Disability Liaison Officer;
- Ask whether they require any reasonable accommodations to support them in their role;
- Provide information on relevant policies and procedures related to employees with disabilities (See Appendix 2);
- Explain the confidential disability list maintained by the EDI Office (Refer to section 4); and
- Discuss whether it would be helpful to share the information with colleagues, where appropriate and with the employee's consent. This is because a person may need to change their work schedules or duties because of their disability, and it is often best if their work colleagues are aware of these accommodations and that they understand the reason for them.

However, it is up to the employee to decide if they wish to disclose their disability to their colleagues. No action will be taken without the employee's consent.

## 4 Meeting the disability target

As a public body Dublin City Council is required to meet a statutory disability target for the employment of people with disabilities. We are obliged to make annual returns to the Department of Housing, Local Government and Heritage in this regard. Unless there are good reasons to the contrary, public bodies must employ 6% of employees with disabilities by 2025. (Disability Act 2005 Part 5, Section 47).

Reflective of its commitment to meeting and exceeding this target, Dublin City Council:

- Engages in ongoing dialogue with the Disability Federation of Ireland (DFI) with a view to encouraging job applications;
- Engages with Disabled Persons Organisations, as required;
- Develops outreach communication initiatives to encourage job applications from people with disabilities across all their diversity; and
- Promotes and communicates an understanding of DCC as a disability friendly employer.

### Report on compliance with the disability target (Disability Act 2005 Part 5, Section 48)

Dublin City Council needs to know how many of their employees have a disability so they can report on compliance with the disability target. This statutory target comprises those employees covered by the definition under Part 1 Section 2 (1) of the Disability Act 2005:

“Disability, in relation to a person, means a substantial restriction in the capacity of the person to carry on a profession, business or occupation in the State or to participate in social or cultural life in the State by reason of an enduring physical, sensory, mental health or intellectual impairment”.

### Report date for compliance

Public bodies must report every year by March 31 on compliance with these obligations. They report to statutory Monitoring Committees in their parent Department.

Dublin City Council writes an annual report that it submits to its Monitoring Committee in the Department of Housing, Local Government and Heritage.

The report:

- contains details of the number of people with disabilities employed by Dublin City Council; and
- documents any policies, programmes and procedures employed by the organisation, to

promote and support the employment of people with disabilities.

All the information collected on disability status for this report is classified as 'sensitive personal data' under the Data Protection Acts 1988 and 2003. It is kept confidential and stored securely with access limited to employees in the Equality, Diversity and Inclusion Office.

The following employees will be included in the annual anonymised statistical return:

- a staff member who is listed with the Equality, Diversity and Inclusion Office as having a disability and/or who has received a reasonable accommodation, unless the employee objects to their data being included in accordance with their rights under GDPR and advises accordingly.



## 5 Reasonable accommodation – supporting employees

The Employment Equality Acts 1998-2015 prohibit discrimination in recruitment, employment and training on nine grounds including the ground of disability. The law requires Dublin City Council, unless it would place a disproportionate burden on the organisation, to do what is needed so that an employee who has a disability can:

- take part in employment;
- progress and undertake training.

However, the law does not require employers to provide any treatment, facility or thing that the person might ordinarily or reasonably provide for themselves when going about their daily life, for example, hearing aids.

If someone has a disability it does not necessarily affect their ability to do their job. However, some employees with disabilities may need reasonable accommodations to be made so they can do their work to their full capacity.

Employees with disabilities have a right to reasonable accommodation. We also have a duty of care to all our employees and will, where possible, always provide reasonable accommodation to assist employees in the performance of their duties. Dublin City Council has a separate Reasonable Accommodation Request procedure in place which provides further relevant information in this area. Employees with disabilities that require reasonable accommodation can seek advice and support from the Disability Liaison Officer.

Reasonable accommodation can include adaptations to workstations; redistribution of job tasks; flexible working arrangements; and provision of assistive technology. Further examples are provided in Appendix 3.

A reasonable accommodation statement should be included in all communications for in-person or online training or events. This applies to activities such as learning and development courses/ programs and social events. Here's an example of a statement that can be used: Please let Dublin City Council know if you have any requirements related to a disability or any dietary requirements in advance of attending training or any event.

## 6 Recruitment, Work Environment and Career Development

### Recruitment

In Dublin City Council we have an open and transparent recruitment policy that applies to all applicants. We welcome applications from people with disabilities, provide for reasonable accommodation to meet specific needs, ensure accessibility, and take steps to ensure no discrimination, harassment or stereotyping occurs.

We recruit people who:

- have the necessary qualifications for the post; and
- able to carry out the core functions of the job, with reasonable accommodation provided as required.

The members of our interview boards are trained on non-discrimination, reasonable accommodation, and disability and equality awareness.

In addition to welcoming and providing reasonable accommodation for job candidates and employees, we have also taken positive measures to increase the numbers of people with disabilities in our workforce. We recognise the many benefits that people with disabilities can confer on our organisation.

All job applicants are informed they can notify our Resourcing Unit if they have a disability and require reasonable accommodation at interview with a view to ensuring their full and effective participation.

### Work Environment

We are committed to creating and sustaining work environments that are welcoming to and safe for the diversity of our staff, including people with disabilities, and acknowledge this diversity as a source of great strength and value to the workplace.

In this regard, we:

- Promote and implement our 'Dignity at Work' policy to ensure there are no forms of bullying, discrimination, harassment or sexual harassment in our work environments.
- Promote and implement our 'Reasonable Accommodation Request Procedure' to ensure all staff are supported with reasonable accommodations as appropriate so they can do their work to their full capacity.

- Promote and implement our 'Accessible Information Guidelines' to ensure accessible communication throughout the organisation.
- Promote and implement our 'AccessAble - Disability Access Venue Hire Guide' to ensure training or events are held in physically accessible venues.
- Provide training to staff on disability awareness and promote an inclusive workplace based on interactions that reflect the 'Dos and Don'ts' in Appendix 4.
- Promote and engage our shared values of dignity and respect, and diversity and accessibility in all work environments and in the management of all work environments.

## Employees with disabilities

We make sure that any successful applicant for a job with us, who has a disability, meets our Disability Liaison Officer to:

- discuss their disability;
- provide copies of the policies and procedures in place to support people with disabilities;
- discuss any reasonable accommodations they may require in their new role to assist them to do their job to their fullest capacity; and
- obtain their consent to be added to the confidential disability list maintained by the EDI Office.

The Disability Liaison Officer may also contact the new employee's line manager if required and consent is provided.

This protocol has worked well in the past to make sure that any supports or other reasonable accommodations are in place as soon as possible so that new employees' feels supported and valued from the outset. It is also necessary to ensure that all employees who require accommodations, processes or support in line with health and safety requirements receive them.

At 12 months following appointment, the Disability Liaison Officer meets with each employee who has disclosed a disability and, with their consent their manager, to review any reasonable accommodations requested or provided.

Dublin City Council continues to develop its data gathering systems to appropriately capture an accurate picture of the presence and progress of staff with disabilities and the issues they might face.

## Career Development

Everyone deserves opportunities, encouragement and support to realise their full potential. We provide all our employees with various opportunities to assist their career development and progression. These include a wide range of training courses, management development courses and occasional talks by senior management on relevant topics. Induction sessions are also provided for

newly promoted employees.

We are committed to making reasonable accommodation as required, including using accessible venues, to ensure these opportunities are available to all staff with disabilities.

We are committed to and take steps to ensure that promotion processes are organised on the same principles as recruitment processes with steps taken to welcome applications from people with disabilities, provide for reasonable accommodation to meet specific needs and ensure accessibility, and we take steps to ensure no discrimination, harassment or stereotyping occurs.

## 7 Evacuation Procedures

Employees with disabilities may have particular concerns about how they can evacuate a building in an emergency. We need to find out what these concerns are and put in place ways of dealing with them.

For example, the evacuation of employees with mobility issues may raise particular difficulties where lifts cannot be used in some emergencies. Meanwhile, employees with hearing difficulties may need a system in place to make sure they are made aware when an alarm has been raised.

Line managers will meet with employees in their area who have specific needs in relation to evacuation. They will, in consultation with the Departmental Health and Safety Officer and with any other people concerned, work out how those needs can best be met.

Employees must tell their line manager if they have any reasonable accommodation needs that need to be addressed so they can evacuate a building safely in an emergency.

We make arrangements for any employee with a relevant disability to have a Personal Emergency Evacuation Plan (PEEP) in place. Line managers should make appropriate arrangements to ensure that employees with disabilities are always included in evacuation drills and that any arrangements needed for the evacuation of employees are fully tested and used at each drill.

## 8 Supporting actions in relation to disability

### Job advertisements

The Equality, Diversity and Inclusion Office will as required provide advice to our Resourcing Unit on:

- advertisements;
- job descriptions;
- job specifications; and
- application forms

### Accessible formats

When asked, we will make information available in accessible formats such as Braille, large font, high-contrast font and audio format in relation to:

- application forms; and
- job descriptions.

Please reference 'Accessible Information Guidelines' document on CitiDesk.

### Accessible venues

We have a list of physical accessible venues available when organising:

- training; and
- events.

Please reference 'AccessAble - Disability Access Venue Hire Guide' document on CitiDesk.

### Equal opportunities

We state clearly on our website that we welcome applications from suitably qualified persons regardless of their status under the nine protected grounds, and all of the grounds, including disability are listed.

### Communication

We will make all employees aware of this Code of Practice.

## New employees

The Resourcing Unit will notify our Equality, Diversity and Inclusion Office at the relevant recruitment stages of any new employee who has a disability, so that we can put all necessary supports in place.

## Training

We have a suite of e-modules around the topic of 'Inclusion in the Workplace' which includes a specific e-module on disability. These e-modules are available on the Council's eLearning platform. The e-modules are also available in booklet format for any staff who does not have access to the online course.

A series of disability awareness training webinars are also available on the EDI hub of CitiDesk.

This training is to support staff with the knowledge and skills needed to eliminate stereotyping and discrimination, promote equality and accommodate diversity and protect human rights. It underpins our commitment to providing an inclusive, accessible, welcoming and non-discriminatory work environment for our staff.

Those responsible for the management of staff are expected to have undertaken the specific e-module on disability. Staff are also actively encouraged to undertake a disability awareness webinar.

## Complaints

The Dignity at Work Policy outlines our procedures for addressing complaints of bullying, harassment, sexual harassment and discrimination in the workplace.

A complaint of bullying, harassment, or discrimination on the disability ground should be made to the appropriate line manager in the first instance and will be handled with confidence to the fullest extent possible. In making such a complaint employees can seek support from their Trade Union.

Further, employees have statutory rights to make such a complaint to the Workplace Relations Commission under equality legislation, and to seek support in this from their Trade Union or from the Irish Human Rights and Equality Commission.

## Engagement

Dublin City Council can engage with focus groups with persons with disabilities as the need arises.

## 9 Putting the Code of Practice in place and monitoring it

While all employees in Dublin City Council have a role in putting this Code of Practice in place and monitoring it, managers have a particular responsibility to make sure that the requirements of the Code are being met.

In addition, our Equality, Diversity and Inclusion Office will review the Code as the need arises.



## 10 Other References

Dublin City Council, has supporting policies, guidelines and training that can be found on our Equality, Diversity and Inclusion hub page on CitiDesk: [Equality, Diversity & Inclusion - Home](#).

### Polices and Guidelines

- Reasonable Accommodation Request Procedure;
- Equality Policy;
- Policy for the Promotion and Management of Equality, Diversity and Inclusion.
- Dignity at Work Policy;
- Accessible Information Guidelines;
- AccessAble - Disability Access Venue Hire Guide.

### Training

- 'Inclusion in the Workplace' e-modules;
- Training awareness webinars.

# Appendix 1: Relevant legal information and disability information

## Definition of disability

### **The Employment Equality Acts 1998-2015**

The legislation refers to an employer's obligation to employees with disabilities. Under Part 1 Section 2(1) of the Equality Acts disability is defined as:

- a) the total or partial absence of a person's bodily or mental functions, including the absence of a part of a person's body;
- b) the presence in the body of organisms causing, or likely to cause, chronic disease or illness;
- c) the malfunction, malformation or disfigurement of a part of a person's body;
- d) a condition or malfunction which results in a person learning differently from a person without the condition or malfunction; or
- e) a condition, illness or disease which affects a person's thought process, perception of reality, emotions or judgment or which results in disturbed behaviour, and shall be taken to include a disability which exists at present, or which previously existed but no longer exists, or which may exist in the future or which is imputed to a person."

## Reasonable accommodation

### **Employment Equality Acts 1998-2015, Section 16**

Outlines the duty on employers to provide "appropriate measures" to enable individuals with disabilities to access, participate in, and advance within employment. This duty applies unless such measures would impose a disproportionate burden on the employer.

An employer shall do all that is reasonable to accommodate the needs of a person who has a disability by providing special treatment or facilities.

**Disability Act 2005, Part 5, Section 47(1)(a)**

Requires public bodies, as far as practicable, to take all reasonable measures to promote and support employment of people with disabilities.

## Irish Human Rights and Equality Commission (IHREC)

**Irish Human Rights and Equality Commission Act 2014, Section 42**

The Public Sector Equality and Human Rights Duty requires public bodies have regard to the need to eliminate discrimination, promote equality of opportunity and protect human rights, for employees, service users, members and policy beneficiaries, across all their function areas.

# Appendix 2: Frequently asked questions

## **Q. What are the options open to me if I acquire a disability?**

**A.** If you acquire a disability or you have an existing disability that becomes worse, we will look at all reasonable accommodations and do everything we can to make sure you can stay in employment.

This includes providing:

- equipment;
- assistive technology; and
- possible job restructuring.

Where we have provided reasonable accommodation, but there are still difficulties with work, other options may be necessary, including discussions involving:

- you;
- your line manager;
- where necessary the Human Resources Department; and
- your Trade Union representative or official (if applicable).

## **Q. As a manager, what should I do if I am assigned an employee who has a disability or if a member of my staff acquires a disability?**

**A.** The type and degree of disability can be very varied. While some disabilities may not affect a person's ability to do their job in any way, others may need you to make some form of accommodation.

### **Communication**

Good communication is the key to overcoming most difficulties. The person with the disability is often the best person for you to ask what they need. Managers should also regularly check in with their staff who have disabilities to address any issues and ensure their successful integration and socialisation into the workplace.

### **Medical Opinion**

Sometimes, however, you may need a medical opinion. If you do, you should consult the Human Resources Department.

### **Staff Support Service**

As a manager you should make all employees aware of the availability of the Staff Support Service as it can offer short-term professional support to the employee.

## **Equality, Diversity and Inclusion Office**

The Equality, Diversity and Inclusion Office is also always available to offer support and advice to both managers and employees.

## **Local managers are responsible**

Under the Safety Health and Welfare at Work Act, 2005, those directly in charge of the workplace such as local line managers, are responsible for the health and safety management of all employees and workplaces under their remit. This includes employees with disabilities.

Line managers must make sure:

- health and safety risks are managed and controlled adequately;
- there is a plan that makes sure their Section complies with core safety and health standards.

## **Specific risk for people with a disability**

When an employee with a disability is assigned to a department, local management should arrange for a site-specific risk assessment to be carried out. If this shows up anything that needs to be changed, local management must make sure these changes are made.

It is good practice to consult the employee with a disability when writing this risk assessment.

## **Q. What role does the Staff Support Service have?**

**A.** The Staff Support Service provides a free and confidential advice and counselling service to all Dublin City Council employees.

## **Q. What other relevant policies and procedures relate to employees with a disability?**

**A.** Some of the most relevant policies and procedures are as follows:

- Reasonable Accommodation Request Procedure;
- Equality Policy;
- Policy for the Promotion and Management of Equality, Diversity and Inclusion;
- Dignity at Work Policy;
- Accessible Information Guidelines;
- AccessAble - Disability Access Venue Hire Guide;
- Employee Safety Handbook;
- Fire and Emergency Evacuation Procedure; and
- Personal Emergency Evacuation Plans.

## **Q. Who is responsible for making assistive technology available when it is needed?**

**A.** Your Department or Section is responsible for making assistive technology available. The Equality, Diversity and Inclusion Office can give advice about where to source the equipment, your Department or Section is responsible for getting the equipment and for any financial cost involved.

**Q. How can an employee raise a complaint linked to the disability ground?**

**A.** Dublin City Council is committed to taking measures to prevent discrimination and to ensure an inclusive work and business environment based on dignity and respect for all where diversity is welcomed and accommodated. The Dignity at Work Policy outlines the Council's procedures for addressing allegations of inappropriate behaviour such as bullying, harassment, sexual harassment and discrimination in the workplace. A complaint of bullying, harassment, sexual harassment or discrimination will be handled with confidence to the fullest extent possible.

This does not affect any employees' statutory rights to make a complaint to a third party such as the Irish Human Rights and Equality Commission (IHREC), Workplace Relations Commission (WRC) and so on.

# Appendix 3: Technology and adapting the workplace examples

Here are some examples of disabilities employees may have and related adaptations:

## Blind or vision impaired

**JAWS software** – a computer screen-reading software package

**Alternative formats** – production of policy documents in alternative formats, such as:

- large print;
- high-contrast print; and
- Braille.

**Software** - computer screen enlargement software

## Dyslexia

**Voice activated software** – adaptive software that uses speech recognition to allow the user to use speech to

- create documents and emails
- fill out forms
- streamline workflow tasks

## Mobility issues or issues related to the ergonomics of the workplace that affect a person with a disability

**Ergonomic assessment** to customise workstations.

## Deaf or hard of hearing

**Interpreters** – providing Irish Sign Language interpreters for meetings and interviews

**Alerts** – Deaf alerters can be provided to alert employees who are Deaf or hard of hearing in the event of an emergency evacuation or drill

**Phones** – provision of phones that flash and have volume control

## Neurodiversity

Diversity, including diversity of cognitive approaches in the form of neurodiversity, is a source of great strength and value to the workplace. Neurodiversity refers to the different ways the brain can work and interpret information. Most people are neurotypical, meaning that their brain functions and the way they process information conforms in a way that society expects. People who are neurodiverse have different ways of thinking, processing and understanding the world.

Many day to day tasks are designed in a neurotypical way and this can impact on someone who is neurodiverse, which would include those with conditions or differences such as Autism, Attention Deficit Hyperactivity Disorder (ADHD), Dyspraxia and Dyscalculia.

There can be a high degree of overlap between neurodivergent conditions. Consequently, any support needs should be identified and implemented on the basis of individual evaluation. Some examples of supports for neurodiversity however could include noise-cancelling headphones, ear plugs, the allowance for sensory breaks and provision of text-to-speech software.



# Appendix 4: Do's and Don'ts

As a general guide, all employees are encouraged to be patient, supportive and flexible and always take time to understand and make sure they are understood.

## Do

### **Do put people first**

Use 'people first' language to respect the fact that someone with a disability is not defined by their disability.

For example, refer to:

- a person with learning difficulties
- a person who is a wheelchair user

### **Do ask first**

Ask and don't assume someone needs or wants help, even if they appear to be struggling with mobility.

### **Do respect personal space**

Think of a wheelchair or other mobility aid as a part of the user's personal space. Don't lean on it or push it without asking.

### **Do speak at eye level**

Bend down or pull up a chair so that you can speak to someone who is a wheelchair user at their eye level. It is less stressful on their neck and more respectful.

### **Do give clear signals**

Tell a person who is blind or vision impaired if you are leaving them at any point so that they are not left talking to an empty space.

### **Do use normal tone of voice**

If a person is Deaf or hard of hearing, use a clear normal tone when speaking to them and if necessary, use pen and paper in order to help you communicate.

When speaking, look directly at the person so that they can see your facial expression and can lip-read if necessary.

If a colleague is Deaf or hard of hearing, ask if they would like you to take notes at staff meetings so that they are aware of what is being said.

**Do take your time**

If a colleague has an intellectual disability, take your time when explaining a task to them.

Use clear and simple language and be prepared to repeat the steps of a task a couple of times to make sure they understand clearly.

## Don't

**Don't distract guide dogs**

Don't distract or touch a guide dog without first asking the owner.

A guide dog is a working animal, not a pet.

**Don't forget to ask first**

Do not try to lead a person who is blind or vision impaired without first asking if they want such help.

**Don't ignore the person**

Do not ignore the person by speaking to their Irish Sign Language interpreter rather than them. The Irish Sign Language interpreter is only there to translate.

**Don't interrupt**

If someone has a speech impediment, do not try to finish their sentences.

**Don't speak extra loudly**

If someone is Deaf or hard of hearing, do not:

- speak loudly;
- over exaggerate your words; or
- turn your face away when talking.

**Don't be impatient**

If a colleague has an intellectual disability, do not get annoyed or impatient with them or rush through the task you want them to do assuming that they are going to understand what you are asking.

# Appendix 5: Useful internal contacts and other agencies

## Dublin City Council

### **Equality, Diversity and Inclusion Officer or Disability Liaison Officer**

Equality, Diversity and Inclusion Office,  
Block 4, Floor 1,  
Civic Offices,  
Wood Quay,  
Dublin 8  
Tel (01) 222 3136  
Email [edi@dublincity.ie](mailto:edi@dublincity.ie)

### **Staff Support Service,**

Unit 2, Ground Floor,  
Marshalsea Court,  
Merchants Quay,  
Dublin 8  
Tel (01) 222 5140  
Email [staff\\_support@dublincity.ie](mailto:staff_support@dublincity.ie)

### **Access Officer,**

Planning, Property and Economic Development Department,  
Building Control Division,  
Block 4, Floor 2,  
Civic Offices,  
Wood Quay,  
Dublin 8  
Tel (01) 222 3126  
Email [accessofficer@dublincity.ie](mailto:accessofficer@dublincity.ie)

# Trade Unions

## **Fórsa**

Municipal Employees Division,  
Nerney's Court,  
Dublin 1  
Tel (01) 817 1500  
Email [info@forsa.ie](mailto:info@forsa.ie)

## **Connect Trade Union,**

6 Gardiner Row,  
Dublin 1  
Tel 874 7047  
Email [info@connectunion.ie](mailto:info@connectunion.ie)

## **SIPTU,**

Local Authority Branch,  
Floor 3,  
Liberty Hall,  
Dublin 1  
Tel (01) 858 6300  
Email [pmccormack@siptu.ie](mailto:pmccormack@siptu.ie)

# External agencies

## **Irish Human Rights and Equality Commission,**

16-22 Green Street,  
Dublin 7  
Tel (01) 858 9601  
Email [info@ihrec.ie](mailto:info@ihrec.ie)

## **Workplace Relations Commission,**

Lansdowne House,  
Lansdowne Road,  
Ballsbridge,  
Dublin 4  
Tel (0818) 80 80 90  
Email [customerservice@workplacerelations.ie](mailto:customerservice@workplacerelations.ie)

**National Disability Authority,**

25 Clyde Road,  
Ballsbridge,  
Dublin 4  
Tel (01) 608 0400  
Email [info@nda.ie](mailto:info@nda.ie)

**Irish Wheelchair Association,**

Áras Cúchulainn,  
Blackheath Drive,  
Clontarf,  
Dublin 3  
Tel (01) 818 6400  
Email [info@iwa.ie](mailto:info@iwa.ie)

**AWARE,**

9 Upper Leeson Street,  
Ranelagh,  
Dublin 4  
Tel (01) 661 7211  
Email [info@aware.ie](mailto:info@aware.ie)

**Chime,**

35 North Frederick Street,  
Dublin 1  
Tel (01) 817 5700  
Email [info@chime.ie](mailto:info@chime.ie)

**Vision Ireland,**

Whitworth Road,  
Drumcondra,  
Dublin 9  
Tel (01) 830 7033  
Email [info@vi.ie](mailto:info@vi.ie)

**Irish Deaf Society,**

Deaf Village Ireland,  
7 Ratoath Road,  
Cabra West,  
Dublin 7  
Tel (01) 860 1878  
Email [info@irishdeafsociety.ie](mailto:info@irishdeafsociety.ie)

**Inclusion Ireland,**  
National Association for People with an Intellectual Disability,  
Unit C2 The Steelworks,  
Foley Street,  
Dublin 1  
Tel (01) 855 9891  
Email [info@inclusionireland.ie](mailto:info@inclusionireland.ie)

# Appendix 6: Public Sector Equality and Human Rights Duty

The Public Sector Equality and Human Rights Duty requires that this Code of Practice has regard to the need to eliminate discrimination, promote equality of opportunity and protect human rights for the diversity of our employees. An Equality and Human Rights Impact Assessment was undertaken at final draft stage to comply with the Duty. The ongoing implementation of the Code of Practice will involve tracking and sustaining our response to the equality and human rights issues identified as relevant in undertaking the Equality and Human Rights Impact Assessment and listed in this Appendix.

The groups identified for the Duty are: those covered by the grounds of gender (including transgender persons and those transitioning), civil status, family status (including lone parents and carers), age, disability, sexual orientation, race, religion, membership of the Traveller community, and socio-economic status (specifically those at risk of or experiencing poverty and exclusion); those at the intersections of these grounds; and rights holders under relevant human rights instruments. While this policy is specifically focused on people with disabilities, it has regard for the other identified groups for the Duty in taking an intersectional perspective in its implementation.

The Equality and Human Rights Values Statement establishes our ambition for the Duty in terms of five values: Dignity and Respect; Diversity and Accessibility; Participation and Engagement; Choice and Autonomy. It establishes the implications of each value for Dublin City Council priorities and Dublin City Council processes.

In line with the Public Sector Equality and Human Rights Duty and in alignment with our equality and human rights values, as set out in our Equality and Human Rights Values Statement, Dublin City Council recognises and values the diversity of our staff.

The equality and human rights issues identified as relevant for and to be addressed by this Code of Practice are listed below. It is not an assessment of Dublin City Council in the performance of its functions.

## Dignity and Respect

### Relevant Issues

- Stereotypes, prejudice and false assumptions in relation to people with disabilities, including negative attitudes and stereotypical representations.
- Discrimination experienced by people with disabilities that is both at the individual and the systemic level, including in-work and in accessing work, and at an intersectional level.
- Harassment and sexual harassment experienced by people with disabilities including at work.
- Isolation experienced by people with disabilities.
- Feeling one has to hide one's identity at work and failure to create work environments that are welcoming to and safe for people with disabilities.
- Lack of training for employers, and employees on issues of equality, discrimination, and stereotyping.
- Lack of knowledge about, and of information, made available to people with disabilities, on rights and how to exercise rights.
- High levels of under-reporting of discrimination due to lack of confidence, lack of information, fear of victimisation, and belief that nothing will change.
- Inadequate systems to receive and respond appropriately and effectively to complaints of discrimination, harassment, and sexual harassment, and failure to highlight those systems in place.
- Expectation among the identified groups of being treated without dignity and respect and of not being understood, and, as a result, people not approaching institutions.

## Diversity and Accessibility

### Relevant Issues

- Inaccessible employment and work environments, with a lack of processes to adapt or be flexible in response to the specific needs of people with disabilities, including workspace arrangement and facilities; job and task design; flexible working arrangements; lack of provision of and access to assistive technology; and issues of disconnect and marginalisation as a result of availing of flexible workplace arrangements.
- Inaccessible communications content, formats and channels, that do not reach people with disabilities.
- Lack of systems and processes in place to inform about one's diversity and specific needs, to encourage people to inform about this, and to respond adequately to and adapt for specific needs that arise from diversity.
- Failure to gather and analyse equality data in relation to people with disabilities, including failure to break down general workplace data collected.
- Lack of training on diversity and the practical implications of diversity, and on inclusive processes and workplaces.
- Lack of acknowledgement of intersectionality.



Inclusion and Social Justice
<p>Relevant Issues</p> <ul style="list-style-type: none"> <li>• Barriers to career progression, lack of promotion in employment, and lack of opportunities and of access to supports and training in work experienced by people with disabilities.</li> <li>• Inadequate recruitment or promotion systems in relation to people with disabilities, including lack of outreach; inadequate design of job advertisements; lack of diversity on panels; inappropriate job descriptions; inaccessible processes; and lack of transparency in recruitment and promotion systems.</li> </ul>
Participation and Engagement
<p>Relevant Issues</p> <ul style="list-style-type: none"> <li>• Lack of consultation or meaningful engagement with people with disabilities, and failure to design consultation and engagement processes that are inclusive and accessible.</li> </ul>



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Please contact the Equality, Diversity and Inclusion Office if you require a copy of this policy in large print, high-contrast print, Braille or audio format.