



SHEPHERD+ WEDDERBURN

Voluntary Reporting – Disability, Mental Health and Wellbeing

Voluntary reporting on disability, mental health and wellbeing

At Shepherd and Wedderburn we are pleased to provide voluntary reporting on our activities to support disability inclusion, mental health and wellbeing.

Colleagues identifying as having a disability

We encourage colleagues to tell us if they have a disability or are neurodivergent and monitor our data regularly to assess our progress. 4% of our colleagues consider themselves to have a disability and 4% identify as being neurodivergent.

How are we supporting disability inclusion?

RECRUITMENT

- We carried out a review of our online recruitment process with simulated candidates through suse (Scottish Union of Supported Employment). Feedback has enabled us to introduce changes through our platform provider to make the process more inclusive for candidates with disabilities or who are neurodivergent.
- We guarantee an interview for candidates with disabilities who meet the minimum criteria for our vacancies.
- We confirm in our adverts that we welcome applicants from underrepresented groups including people who have disabilities or are neurodivergent.
- We provide extra time for assessments where this is required or recommended in relation to a disability or neurodivergence.
- We invite applicants to let us know if they need any adjustments to attend an interview or at any other stage of the recruitment process.
- We review our graduate interview questions annually to ensure they are inclusive and accessible.
- We offer 'drop in' sessions for applicants to our summer placement/trainee programme to answer questions about the recruitment process and provide information about what to expect.
- We provide new recruits with a 'Good to Know Guide' to help them understand what to expect when they join and to demystify office norms.

RETENTION

- We require line managers to undertake an online module to enhance awareness of disability inclusion and reasonable adjustments.
- We have Disability and Neurodiversity Champions who are colleagues from the business who have lived experience. They work with our Diversity and Inclusion Manager to support inclusion and promote awareness e.g. promoting Neurodiversity Celebration Week and Disability History month.
- We have developed a Neurodiversity Information hub with information about support available for colleagues such as assistive technology.
- We have Workplace Adjustment passports available to colleagues with a disability or who are neurodivergent to identify support or adjustments needed and to make it easier for anyone moving within the business.
- We provide hearing loops in all our offices.

- We provide sanitary bins in male as well as female toilets.
- We carry out a review of our diversity data every six months, including disability and neurodiversity, to monitor the number and progress of colleagues in the business.

WELLBEING

- We have a Wellbeing network group whose members support mental and physical wellbeing, for example arranging desk yoga sessions, menopause cafes and a cancer in the workplace webinar.
- We have an Employee Assistance Programme offering a 24 hour confidential counselling service to all colleagues.
- We have First Aiders and Mental Health First Aiders in all of our UK offices.
- We promote campaigns and notable dates such as Mental Health Awareness Week and World Cancer Day.
- We promote our support of the Time to Test campaign and encourage colleagues to take time off to attend cancer screening appointments.

ENGAGEMENT SURVEY

- We carry out a bi-annual engagement survey. Results of our 2023 survey for colleagues identifying as having a disability or being neurodivergent were as follows:
- 100% felt they belonged at the firm
- 90% felt supported professionally and personally.

