

1. Purpose

The purpose of this induction film is to:

- Introduce workers to what fairness, inclusion and respect (FIR) is and why it matters in the workplace
- Encourage workers to disclose any disability or impairment so that reasonable adjustments can be made for them; levels of disclosure in the industry are currently very low
- Encourage workplace behaviours that promote FIR

The film is particularly intended for use in site and office inductions where FIR / equality, diversity and inclusion (EDI) is not currently included; for example, for site operatives. Where FIR / EDI are already included in inductions, the film might provide useful, supplementary material.

2. Before you use the FIR Induction:

Work through the FIR e-learning module “FIR on site: why it matters and how to achieve it – module for team and site managers”, available at

www.supplychainschool.co.uk/Fir/Fir-toolkit.aspx

Read, understand and digest any equality, diversity and inclusion policy (or equivalent) that applies to the workplace, and any associated processes and procedures

Identify a human resources (HR) specialist or equivalent, to whom you can refer any questions or requests (e.g. for reasonable adjustments) when you need support or guidance

Familiarise yourself with the many and varied types of disability and impairment that people might disclose

Identify the system in the workplace through which a person could report any unfair treatment, discrimination, harassment, victimisation or bullying. Write this down and:

- Include in any induction pack
- Post on the notice board
- If there is no induction pack, have hand-outs ready to give out at the end of the FIR induction film

- If there is currently no system, work with your senior managers and/or HR specialist to establish one

It is important that whoever delivers this FIR Induction film:

- Delivers the material a positive manner
- Believes in the value of creating an inclusive culture on site
- Will prevent the stigmatisation of any person who discloses a disability or impairment
- Respects confidentiality
- Seeks help, themselves, if and when they need help or support

3. Kicking-off your FIR Induction

Show your workers the FIR Induction film, which can be accessed at <http://www.supplychainschool.co.uk/fir/fir-toolkit.aspx>

There are two versions of the film available – one with sub-titles (recommended) and one without.

4. Immediately after showing the film

Message 1: Explain, verbally, how a worker can report any unfair treatment, discrimination, harassment, victimisation or bullying. Show them where this information is available in writing.

Message 2: Provide examples of disabilities or health considerations that employers need to know about so they can keep workers safe and/ or so that reasonable adjustments can be made:

| | | |
|--------------------|----------------------------------|-------------------|
| Difficulty hearing | Difficulty understanding English | Pregnancy |
| Sight impairments | Impairments due to injury | Stress |
| Back pain | Crohn’s disease | Depression |
| Cancer | Dyslexia | Schizophrenia |
| Multiple sclerosis | Epilepsy | Bipolar disorders |
| Arthritis | Diabetes | Eating disorders |

Message 3: Emphasise that any person who might benefit from having reasonable adjustments made for them, because of a disability or impairment, should discuss this with their supervisor, line manager – or you.

Message 4: Invite workers to discuss any issues discussed in the film with you, confidentially. Explain to them how to do this.

Message 5: Thank workers for listening.

5. Follow-up activities

There are 5 other FIR Toolbox Talks available that you might find useful for future sessions:

Wellbeing (physical & mental)

Respect

Responsibilities

Language

Mental health and wellbeing

Part funded by:



This project has been delivered with support from the CITB Growth Fund, which aims to ensure that the construction industry has the right people, with the right skills, in the right place, at the right time and is equipped to meet the future skills demands of the industry.