



## The 5 As

### Guidelines for Including Disabled People in TV

#### Introduction

This is about people working on-screen and off-screen in TV who are:

- Deaf
- Disabled
- Neurodivergent



We are a group of companies who make and show TV programmes.



We have worked with Disabled people to come up with a new set of guidelines for how we include people.

These guidelines are called the 5 As:



## 1. Anticipate

This means think ahead.



We expect to always work with Disabled people.



We will change our buildings and how we work so that they are included.



We will show that we are accessible and inclusive so they will want to work for us.



We will get expert advice and stay up to date with best practice.



We will make sure time and money are never a reason for not including Disabled people.



We know that access covers buildings, how we communicate, equipment, technology and how we do things.



We will go to training on disability, rights, access and inclusion.



We will make sure we understand the Equality Act and the funding like Access to Work that is available.



## 2. Ask

This means we will never assume anything.



We will ask everyone if they have any access needs to do their job.



We will focus on access and adjustments, not medical conditions.



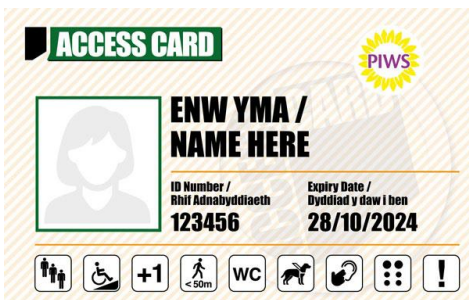
We will make sure casting and job hiring is accessible and inclusive.



We will only ask about skills, knowledge and experience when hiring people.



We will seek to understand access needs, remembering that they can change over time.



We will think about using Access passports which say what people need.



We will regularly check-in with people to make sure any adjustments are working.



We will talk about inclusion at every stage of making a TV programme.



We will keep track of how inclusive we are.



We will respect confidentiality and only share personal information with people who need to know.



We will work with Access Co-ordinators early in TV productions to make sure there are no barriers.



## **Assess**

This means look at what is working and not working.



We will tell people how accessible we are by publishing an access statement.



We will check that everyone feels open, confident and safe to talk about their access needs at work.



We will bring in experts when needed.



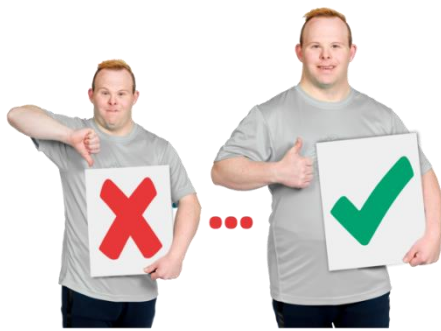
We will regularly look to improve our inclusion policies and how we do things.



We will get feedback from Disabled talent to identify barriers and ways to improve.



This includes making adjustments to when and where people are working.



## Adjust

This means making changes.



We will always try to make reasonable adjustments well ahead of time.



This will make sure people are fully included as well as looking after their wellbeing.



We will get support from experts and make sure there is enough funding.



We will make sure all adjustments are set up before Disabled people begin work.



We will have a plan and funding in place in case this goes wrong.



We will get the funding in advance from Access to Work, our budgets or somewhere else.



We will be open to doing things differently, including remote working, flexible hours and job sharing.



We will have an Access Contact who Disabled people can go to if they have any questions or concerns.



We will work with trained Access Coordinators who can assess access needs, make adjustments and make sure best practice is followed.



We will remember that Disabled people have access needs in every part of their work including training courses, wrap parties and networking events.

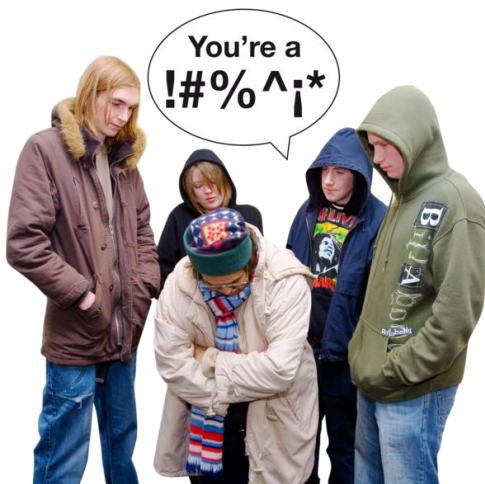


## Advocate

This means standing up for people.



We will celebrate what Disabled people bring and champion them.



We will not accept bad behaviour, language or attitudes.



We will think long-term to support Disabled people into senior roles.



We will regularly make it clear what we expect when it comes to disability inclusion



We will always challenge assumptions, ignorance, ableism and disablism.



We will value the skills, experiences and views of Disabled talent.



We promise to pay Disabled people the same as non-disabled people and reward their knowledge about being disabled.



We will support the careers of Disabled workers beyond their current role.



We will be a friend and ally, promoting the inclusion of Disabled people in our industry.



## Finally

These guidelines do not list everything TV companies need to do to become accessible and inclusive because things change over time.

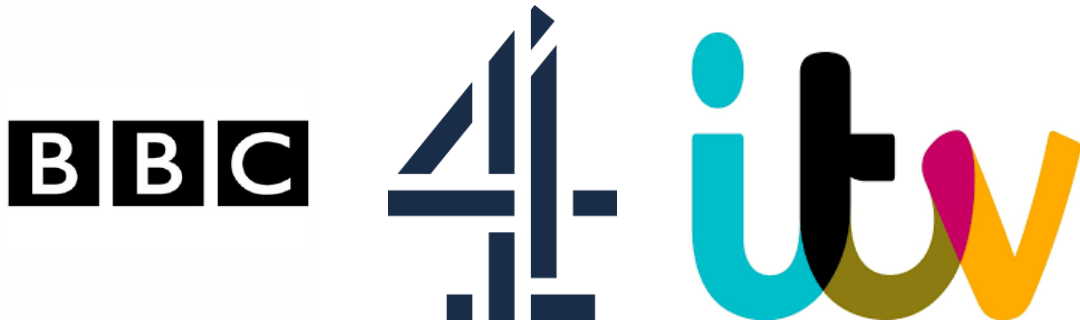


It would be impossible list every reasonable adjustment they will need to make.



Companies need to make their own plans about how they put these guidelines into action.

## Organisations Who Have Signed Up



**Underlying  
Health  
Condition**