

## Free, confidential advice. Whoever you are.

We help people find a way forward with their problems and campaign on big issues when their voices need to be heard.

We value diversity, champion equality and challenge discrimination and harassment. We're here for everyone.



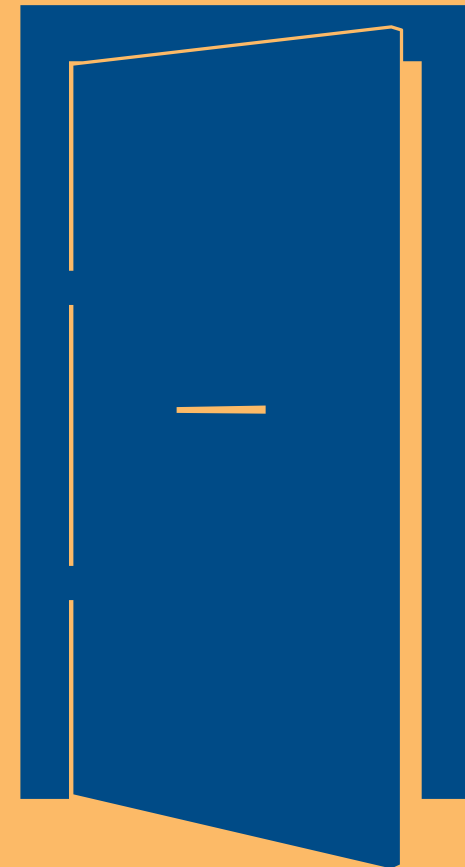
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# Finding solutions at work: ten top tips for employers



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**1. Did you know?** Access to Work can help with the costs of making workplace adjustments for disabled workers. They can refund up to 80% of approved costs up to £10,000. How much an employer has to contribute depends on the size of their business, with the highest contribution from Access to Work for businesses with up to 9 employees.

**2. Did you know?** Small employers can claim back 103% on Statutory Maternity Pay (SMP). 103% SMP can be reclaimed if a business qualifies for Small Employers' Relief. That is for businesses who paid £45,000 or less in Class 1 National Insurance in the last complete tax year before the 'qualifying week'.

**3. Five a day for managers can help your business perform better.** ACAS gives guidance on how better management performance can help you get the most from your staff. Ask your employees "How can I help you be more successful?" That can help you get the most from your workers, help them to feel valued and achieve their potential, and

can also help you spot any equality issue you need to look at, like workplace adjustments. It's a win-win-win. [bit.ly/FiveADay](https://bit.ly/FiveADay)

**4. Unconscious bias is in the news.** Do we judge people on their race, age or sex without realising that we are doing that? It could mean that employers miss out on recruiting the best candidates for a job. See how you fare on this Harvard-approved Implicit Association Test. You can get more guidance on how to avoid bias from organisations such as enei. [bit.ly/UnconsciousBiasTest](https://bit.ly/UnconsciousBiasTest)

**5. Do you want great practical information?** A great place for resources and information about all things to do with recruiting and managing employees is ACAS. They have online help, and a helpline, plus free online learning to help managers and business owners to create fairer workplaces. [bit.ly/ACASFairerWorkplace](https://bit.ly/ACASFairerWorkplace)

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**6. Do you want a great practical toolkit?** The Equality and Human Rights Commission have created an employer's toolkit on what to do if an employee is expecting a baby, with templates, checklist and date planners. [bit.ly/EmployerToolkit](https://bit.ly/EmployerToolkit)

**7. Supporting carers at work can make good business sense.** 1 in 9 in your workforce will be caring for someone who is older, disabled or seriously ill. Find out how you can retain skilled workers rather than recruiting and retraining new staff. [bit.ly/EmployingCarers](https://bit.ly/EmployingCarers)

**8. 1 in 5 employees take time off work due to stress.** Starting a conversation at work about mental health doesn't have to be difficult. [bit.ly/TalkingAboutMentalHealth](https://bit.ly/TalkingAboutMentalHealth)

**9. Add another toolkit to your resources.** Stonewall has a toolkit which outlines simple, cost effective and in most cases free things that employers can do to create a culture where all staff are able to be themselves and perform to the best of their ability. [bit.ly/InclusiveToolkit](https://bit.ly/InclusiveToolkit)

**10. Employers must carry out right to work checks on their employees.** The Home Office provides practical guidance on how to avoid unlawful discrimination when carrying out the checks. [bit.ly/RightToWorkChecks](https://bit.ly/RightToWorkChecks)

Other useful links and website that give you more information:

ACAS: [acas.org.uk](https://acas.org.uk)

EHRC: [equalityhumanrights.com](https://equalityhumanrights.com)

enei: [enei.org.uk](https://enei.org.uk)

Employers for Carers: [employersforcarers.org](https://employersforcarers.org)

Mind: [mind.org.uk](https://mind.org.uk)

Stonewall: [stonewall.org.uk](https://stonewall.org.uk)

Maternity Action: [maternityaction.org.uk](https://maternityaction.org.uk)

Working Families: [workingfamilies.org.uk](https://workingfamilies.org.uk)