

# Fingal County Council

# Reasonable Accommodations Policy - Candidates

Version 1



**Version Control**

Version	Date	Author	Reviewer	Approver
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# Reasonable Accommodations Policy

## Purpose

Fingal County Council is committed to providing a fair and inclusive environment that ensures equal opportunities for all candidates for employment, regardless of their physical or mental health conditions, disabilities, or other personal circumstances. This Reasonable Accommodations Policy outlines the process and principles for providing adjustments or accommodations to candidates who may need them.

## Scope

Reasonable accommodations help alleviate a substantial disadvantage for a person with a disability. This can be an adjustment to the recruitment or interview process.

This policy applies to all candidates for employment of Fingal County Council, including full-time, part-time, temporary, and contract candidates. It is intended to support candidates who may have a disability, health condition, or other individual needs that could impact their ability to partake in a fair and impartial recruitment process.

## Definition of Reasonable Accommodation

Reasonable accommodation refers to any change or adjustment to the recruitment process that enables a candidate with a disability or health condition to have equal access to job opportunities. These accommodations should not impose an undue hardship on the Council's operations.

## Key Principles

### 1. Equality and Non-Discrimination

Fingal County Council is committed to ensuring that candidates with disabilities are provided with equal opportunities at all stages of the recruitment cycle from application to appointment.

### 2. Confidentiality

Candidates requesting reasonable accommodations will be treated with the utmost confidentiality. Any medical or personal information provided in connection with an accommodation request will be handled in compliance with relevant data protection laws and organizational policies.

### 3. Individual Assessment

All requests for reasonable accommodations will be assessed on a case-by-case basis, taking into consideration the individual's specific needs.

#### **4. Collaboration and Dialogue**

Fingal County Council encourages open communication between candidates and the recruitment staff regarding accommodation needs. All requests should be discussed in a respectful and constructive manner to find the most effective and appropriate solution.

#### **5. Proportionality and Feasibility**

While Fingal County Council is committed to providing reasonable accommodations, the accommodations provided must be proportionate to the needs of the candidate and the resources available. The feasibility of the accommodation will be considered, particularly with regard to cost, operational efficiency, and business needs.

### **Types of Reasonable Accommodations**

Examples of reasonable accommodations that may be considered include, but are not limited to:

- Modifications to the interview environment.
- Provision of assistive technology or software.
- Providing additional assistance during the application process.
- Modifying communication methods (e.g., providing materials in alternative formats like braille, large print, or audio).
- Additional time allocated for the interview.
- Online interview, where feasible.

### **Procedure for Requesting a Reasonable Accommodation**

There is no obligation on a candidate to share that they have a disability or health condition. However, should a candidate wish to make a request for reasonable accommodation, the following steps should be taken.

#### **1. Initial Request**

Candidates who believe they require an accommodation due to a disability or health condition should inform the recruitment team in the People Services department in writing at [careers@fingal.ie](mailto:careers@fingal.ie). The request should include details of the condition, the accommodation needed, and any relevant medical information (if required).

#### **2. Assessment of Request**

Upon receipt of the request, the recruitment team will assess the need for accommodation. This may involve discussions with the candidate, and possibly a medical professional or occupational health expert, to better understand the situation and explore suitable options.

#### **3. Decision and Implementation**

The recruitment team will review all options and make a determination on whether the requested accommodation can be provided. If the accommodation is granted, we will work with the candidate to implement the reasonable accommodation. If the accommodation cannot be provided, alternative solutions will be discussed.

#### 4. Review and Adjustment

Following the implementation of an accommodation, the recruitment team will monitor its effectiveness. Candidates are encouraged to provide feedback on the accommodation's impact on the recruitment process.

### Undue Hardship

Fingal County Council is not required to provide an accommodation if it would cause "undue hardship" to the organization. Undue hardship is defined as an accommodation that would require significant difficulty or expense when considering factors such as:

- The nature and cost of the accommodation.
- The overall financial resources of the Council.
- The impact of the accommodation on the operation of the workplace.

### Responsibility of Candidates

Candidates are responsible for:

- Requesting accommodations in a timely manner, ideally before the need arises.
- Cooperating with Fingal County Council's efforts to assess their needs and provide appropriate accommodations.
- Communicating any changes in their condition or accommodation needs promptly.

### Training and Awareness

Fingal County Council will ensure that all employees involved in recruitment are informed about this policy and trained on their rights and responsibilities regarding reasonable accommodations. The aim is to promote awareness of diversity, inclusion, and disability in the workplace.

### Review and Amendments

This policy will be reviewed periodically and updated as necessary to ensure that it remains compliant with relevant legislation and reflects best practices in providing reasonable accommodations.

### Related Legislation

This policy is designed to comply with relevant Irish legislation, including:

- The **Employment Equality Acts 1998-2015**.
- The **Disability Act 2005**.
- The **Equality Act 2010** (where applicable).

Under the Employment Equality Acts 1998-2015, employers are obliged to make reasonable accommodations for people with disabilities:

- to have access to employment.
- to participate or advance in employment; or
- to undergo training.

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## **Policy Approval and Contact Information**

This policy was approved by Fingal County Council's Senior Management Team on [Date]. For further information or assistance regarding reasonable accommodations, candidates may contact [careers@fingal.ie](mailto:careers@fingal.ie)

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This policy aims to ensure that all candidates of Fingal County Council are treated with fairness, respect, and dignity while also promoting an inclusive and accessible work environment.