



The University of Cambridge is a member of the **Business Disability Forum** which provides information, advice and resources to any member of our staff.

#### Their Advice Service offers:

- Confidential phone and email-based helpline support to employees to support with any disability-related questions they have or cases they would like to discuss.
- Support for managers, HR and D&I professionals, as well as those working in roles like facilities, IT, procurement, recruitment, and communications. The service does not advise individuals who have questions about their personal circumstances.
- Questions can be about anything from case management support, reviewing language/accessibility of communications, advice on adjustments and how to decide what is reasonable, the application of the Equality Act, to researching statistics and best practice.

#### BDF Member Hub

- The Member Hub is an online resource hub for use by Business Disability Forum members - it contains factsheets, case studies, toolkits and other helpful templates and resources to help employees manage disability in their organisation. It's also where support, tools and information regarding the Disability Standard can be found.
- The Member Hub can be accessed via the main [Business Disability Forum website](#), where there is a tab in the left sidebar that stats 'Visit the Member Hub'. It can also be accessed directly at: <https://members.businessdisabilityforum.org.uk/>.
- An account/login is needed to access the resources. To set up an account, click 'Register for an account' on the top right of the Member Hub webpage. This will take you to a page where you enter your first name, last name, and University of Cambridge email address. Once registration is complete, you will be emailed a randomised password that you can use to log in, and you will then be able to set up your own password if you choose.
- Once you have an account, you can log in at the top of the webpage where you are prompted for an email address and password.
- The Member Hub is open to all employees who work for the University of Cambridge.

#### To contact the Advice Service:

**Phone Number:** 02074033020. Ask to be put through to the Advice Service.

**Email Address:** [advice@businessdisabilityforum.org.uk](mailto:advice@businessdisabilityforum.org.uk)

**SignVideo** can be accessed via <https://businessdisabilityforum.org.uk/contact-us/>

The Advice Service aims to respond to all enquiries as soon as possible. If they cannot take your call (for example, advisors are already speaking with other organisations) then they will call you back as soon as they are available, or within 24 hours at the latest. BDF aim to respond to all email enquiries within 24-48 hours, depending on the complexity of the query.