**Organisational Psychology, Birkbeck**

**INFORMATION SHEET FOR PARTICIPANTS**

**Title: What are the experiences of dyslexia as a hidden disability in the workplace?**

I would like to invite you to participate in this research project, which is part of my MSc Organizational Psychology degree at Birkbeck, University of London. This project has received ethical approval. To make an informed decision on whether you want to take part in this study, please take a few minutes to read this information sheet.

**Who is conducting this research?**

The research is conducted by Sarah Wissing, an Organizational Psychology MSc Student, under the guidance of supervisor Almuth McDowall both from Birkbeck, University of London.

**What is the purpose of the study?**

 The aim of this study is to see how dyslexic individuals manage their disability in the workplace. I want to find out about their experiences of disclosing it and asking for adjustments and if they don’t disclose, why not.

**Why have I been invited to take part?**

I am inviting employed individuals with diagnosed dyslexia to take part in this study. Individuals must be employed within an organisation, not be self-employed. They must also have a formal diagnosis for their dyslexia with the supporting documents. Participants must also be over 18 years of age.

**What are the procedures of taking part?**

If you decide to take part, you will be asked to take part in a one-to-one online interview via Skype which will last no more than 1 hour about your experiences with dyslexia at work.Upon completion of your participation you will be provided with a debrief or offered the opportunity to have access a summary of the findings, once analysed, by contacting the research team (details below).

**What are my participation rights?**

**Participation in this research guarantees the right to withdraw, to ask questions about how your data will be handled and about the study itself, the right to confidentially and anonymity (unless otherwise agreed), the right to refuse to answer questions, to have tape recorders turned-off (in the case of recorded interviews) and to be given access to a summary of the findings.**

**What if I want to withdraw my information?**

If you wish to withdraw responses or any personal data gathered during the study you may do this without any consequences. You can ask for your data to be removed up until the point of analysis, which will take place on approximately August 2020*.* If you would like to withdraw your data from this study please contact the researcher (details below). After this point, the results will be written up and it will no longer be possible to withdraw your data. All participant information: names and emails will be deleted.

**What will happen to my responses to the study?**

Data collected in this study will be analysed and used for the research student dissertation.  Data may also be used for academic publications and no identifying information would be released.

**Will my responses and information be kept confidential?**

All information will be treated with the strictest confidence throughout the study. All information will be kept in secure folders on a password protected computer, or a secure filing cabinet. Access to such information will only be allowed to the researcher and researcher supervisor. During the marking process, external examiners of my project may also have access.

**What are the possible risks to taking part?**

The researcher is interested in experiences of work, both positive and negative. The interview may bring up unpleasant memories about dyslexia.  It is not the intention of the research to cause distress and the researcher recommends that individuals do not take part if they are likely to suffer significant distress answering questions about dyslexia. In the case of distress during the interview you may refuse to answer any question, ask for a break, for the recording to be stopped, for the interview to be postponed or terminated. There are also several support services participants can access listed below. The interview questions are attached with this information sheet for potential participants to read before they decide whether they want to participant.

**Within your Organisation-** your organisation is likely to have the following departments where you can seek support related to Dyslexia

* Occupational Health
* Equalities and Diversity Unit
* Learning and Development

**Outside the Organisation-** these are external organisations where you can find useful information.

* British Dyslexia Association <https://www.bdadyslexia.org.uk/>
* ACAS <https://www.acas.org.uk/>
* Mind <https://www.mind.org.uk/information-support/>
* BPS <https://www.bps.org.uk/public/find-psychologist>

**Any further questions?**

If you have any questions or require more information about this study before or during your participation, please contact either of:

Sarah Wissing: swissi01@mail.bbk.ac.uk

Research Student

Almuth MacDowall: a.mcdowall@bbk.ac.uk

Research Supervisor,

Department of Organizational Psychology,

Birkbeck, University of London,

Clore Management Building,

Malet Street, Bloomsbury,

London.

WC1E 7HX

For information about Birkbeck’s data protection policy please visit: [http://www.bbk.ac.uk/about-us/policies/privacy#7](https://owa.bbk.ac.uk/owa/redir.aspx?C=_dgVE214ql_XYaLxApbeC1jFWkq0T1HSBuLogEGPga2Y3hI7qYrWCA..&URL=http%3a%2f%2fwww.bbk.ac.uk%2fabout-us%2fpolicies%2fprivacy%237)

If you have concerns about this study, please contact the School’s Ethics Officer at: [BEI-ethics@bbk.ac.uk](https://owa.bbk.ac.uk/owa/redir.aspx?C=11q-v-9PBPAgoqvjWn2JdE1JU-LCOS_mHlFPD5EpyySY3hI7qYrWCA..&URL=mailto%3aBEI-ethics%40bbk.ac.uk).

School Ethics Officer

School of Business, Economics and Informatics

Birkbeck, University of London

London WC1E 7HX

You also have the right to submit a complaint to the Information Commissioner’s Office [https://ico.org.uk/](https://owa.bbk.ac.uk/owa/redir.aspx?C=xW1c5bkWvvWE7tDueCk64Y0TixUsmfdGKp2lNGGh6N-Y3hI7qYrWCA..&URL=https%3a%2f%2fico.org.uk%2f)

**Questions for Semi Structured interviews**

1. Tell me about your current role and responsibilities.
2. When did you have your diagnoses? What are your experiences of being diagnosed?
3. What were your early experiences of Dyslexia?
4. How do you experience your Dyslexia?
5. Do you work for a Disability Confident employer?
6. Do you disclose your Dyslexia when applying for jobs?
7. Did you disclose when you started your current role?
8. What has your experience been or disclosing or not disclosing?
a. Do you have any adjustments in place at the moment?

b. Are they useful?

1. What are the responses you have had from employers/potential employers if/when you have disclosed?
2. How do you feel your dyslexia impacts you career progression and development?
3. Are there any changes you feel your organisation could make to reduce the barriers in the workplace for individuals with dyslexia?

a. If yes, what are these changes?

1. When thinking about your dyslexia, what is the most important thing you need from your employer in the context of your organisation?
2. What do you think is the role of the line manager in facilitating an inclusive workplace?
3. To what extent do you perceive your employer to be truly inclusive?
4. Do you ask for help from your employer to allow you to work effectively?
5. What are the biggest challenges you have with dyslexia at work?
6. What are the positive aspects of having Dyslexia at work?