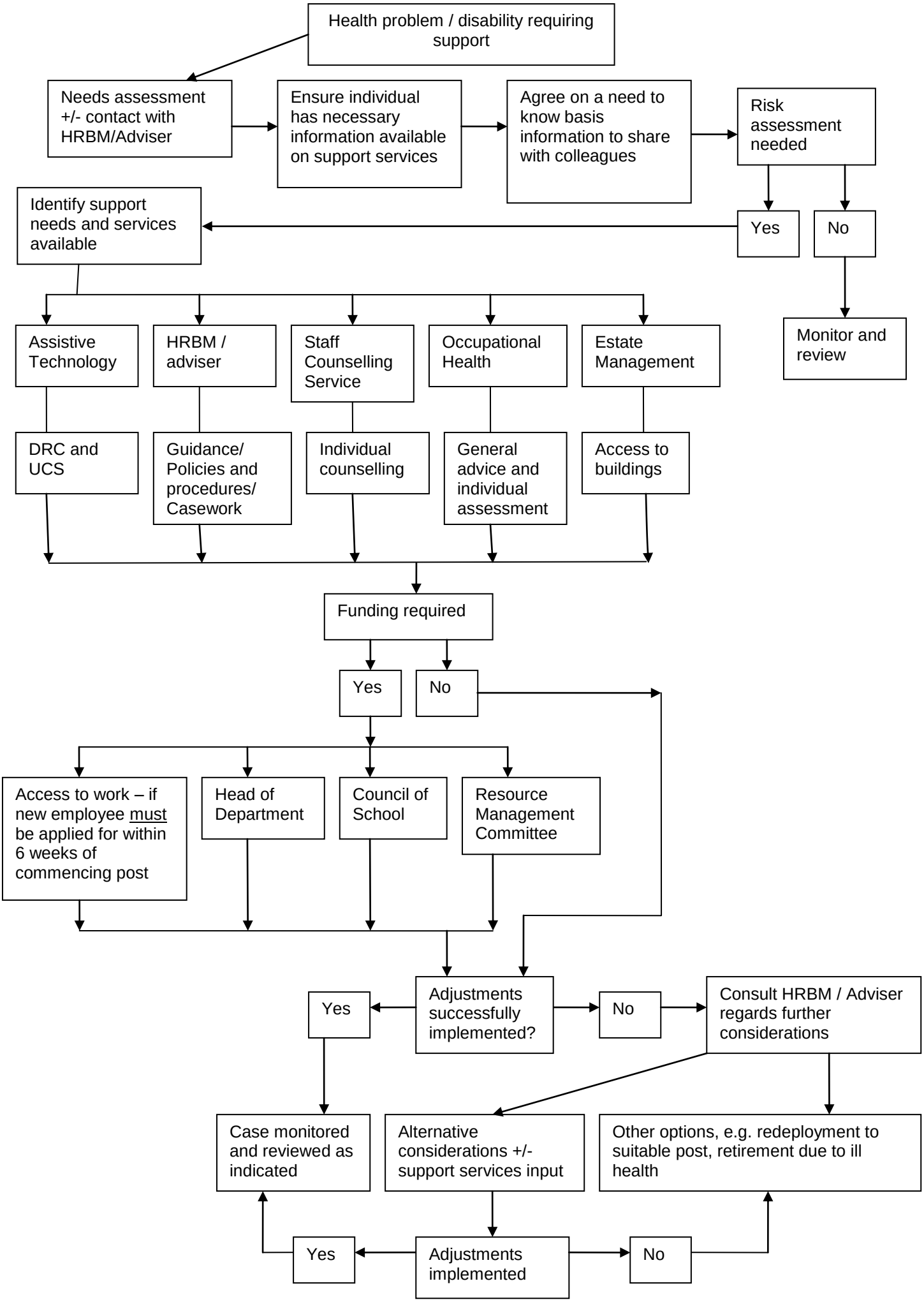Managers guide: What to do if somebody you manage has a disability requiring support