

POLICY RELATING TO DISABILITY

Introduction

The law prevents discrimination against disabled people at work. We have set out our policy on disability for your guidance and to ensure that we comply with our legal responsibilities to disabled people.

Any employee who believes that he or she has been unfairly discriminated against for reasons related to their disability can use the grievance procedure.

Disciplinary action will be taken against any employee who is found to have committed an act of discrimination. Serious breaches of policy will be taken as gross misconduct.

Recruitment

Recruitment is on the sole basis of the applicant's abilities. A disability will not of itself justify the non-recruitment of an applicant.

Reasonable adjustments to the application procedures will be made as required to ensure that applicants are not disadvantaged because of disability.

No applicant will be considered unsuitable for appointment or less suitable than another applicant unless full consideration has been given as to whether a reasonable adjustment can be made which will counteract the effect of his or her disability upon his or her suitability.

Induction

When a disabled employee commences employment we will, in consultation with the disabled employee ensure that such reasonable adjustments are made as required to enable him or her to work safely and effectively and to secure equal access to the benefits of employment.

Where we do not have the relevant expertise to resolve the problem we will where required consult an outside specialist.

Training and Career Development

All employees have equal rights to training promotion and other aspects of career development based purely on their abilities. Promotion and training will be made accessible to disabled employees by such adjustments as are reasonable.

Benefits

Disabled employees have equal access to all benefits and facilities and reasonable adjustments will be made where necessary.

Harassment

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Harassment of disabled employees will be a disciplinary offence and may constitute gross misconduct.

Retention

As part of our commitment to equal opportunities for disabled people we will ensure that all reasonable measures are taken to retain disabled employees in employment.

We will make such adjustments as are reasonable to enable a disabled employee to carry out his or her duties. This will include but is not limited to consideration of the provision of specialist equipment, job re-design, re-training, flexible hours, remote working and/or re-deployment.

Adjustment

The prime responsibility for arranging the appropriate adjustment will lie with the Managing Director who will at all times consult with the employee concerned whose agreement will be sought. The expertise of the disabled person concerning his or her own disability will be recognised.

Where required an outside specialist may be consulted.

Once an adjustment has been made it may need to be reviewed at agreed intervals to assess its continuing effectiveness.

Action Plan - Removal of Barriers

An action plan will be drawn up in consultation with the staff indicating which actions will be taken over a certain period of time to remove barriers to disabled people from the working environment and who has responsibility for various aspects of the plan and how it will be monitored.

The plan will address physical access to the premises, access to benefits of employment, terms and conditions of employment, recruitment and arrangements for recruitment, performance assessment, promotion and retention.