



October 2021

## *Disabled Employees Policy*

### Policy Statement

The provision recognises that it has clear obligations towards its staff and the community at large to ensure that people with disabilities are afforded equal opportunities to enter employment and progress.

### The Aims of the Policy

This policy aims to ensure that the provision complies with the requirements of the Equality Act 2010, follows procedures designed to provide for fair consideration and selection of disabled applicants and satisfies their training and career development needs. When a member of staff becomes disabled in the course of their employment, it also aims to ensure that reasonable steps are taken to accommodate their disability by making adjustments to working practices and arrangements so that they can remain in employment wherever possible.

### Procedure

#### 1. Statutory Requirements

The law imposes an obligation on employers not to discriminate against disabled people on grounds relating to their disability unless this is unavoidable in the sense that their disability makes them unable to perform a key function of the job, or that it is too expensive or impracticable to change the physical features of the premises or other arrangements to accommodate their needs.

The provision will ensure that efficient practices for the effective management of staff are in place. They reflect current employment legislation, including discrimination, family friendly policies, and the rules relating to the Working Time Regulations 1998.

#### 2. Recruitment and Selection

The provision will ensure that all job descriptions/personnel specifications and recruitment advertisements are drafted in such a way as to make clear which are the essential requirements of the position and consideration will be given to making reasonable adjustments to job descriptions/personnel specifications to accommodate the needs of people with particular disabilities.

Providing the provision has been made aware of the interviewee's disability, the relevant staff will be informed when a disabled person is expected to arrive for interview and instructed them on how the disabled person should be greeted and assisted.

A risk assessment will be undertaken before the disabled person begins work and, where doubts exist over a disabled applicant's ability to perform the full duties of the job concerned, a trial period may be offered.

In cases where advice is needed on a medical condition or on the safety implications of recruiting a disabled employee, the provision will contact their occupational health advisor for guidance.

### **3. During Employment**

All employees are expected to show consideration towards their disabled colleagues. Where special measures need to be taken to ensure health and safety, the member of staff concerned, together with safety and other employee representatives, will be fully briefed.

Training and promotion opportunities must be available to all, regardless of disability.

### **4. Disabilities Arising During Employment**

When an employee becomes incapable of carrying out his or her normal duties because of a disability, consideration must be given to reasonable adjustments to the job and working conditions, redeployment and retraining.

### **5. Termination of Employment**

No employee at the provision will have his or her employment terminated on the grounds of disability unless the condition prevents performance of the job.

### **6. Redundancy**

In a redundancy situation the circumstances of disabled employees will be given appropriate consideration. Reasonable adjustments will be made to the selection criteria in order to prevent a disabled employee from being unfairly disadvantaged by the methods used to carry out the redundancies.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Policy review date: \_\_\_\_\_