



## **Equal Opportunities Policy Relating to Disability**

### **Introduction**

The Company is fully committed to furthering its obligations under the Equality Act 2010 by providing those with disabilities with every opportunity to develop, by providing a working environment conducive for disabled people with the relevant skills and qualifications.

Under this policy, a 'disabled person' is defined as a person with a physical or mental impairment which has a substantial and long-term effect on their ability to carry out day-to-day activities.

### **Recruitment and Selection**

The Company actively encourages applications from disabled people. Subject to any health or safety considerations, all vacancies are open to people with suitable qualifications and experience.

The Company guarantees to interview all disabled applicants who meet the minimum criteria for the job vacancy (applicants should identify in their application that they are disabled, so that reasonable adjustments can be made to ensure no applicant is disadvantaged due to their disability).

### **Development and Training**

To assist employees in becoming aware of the Company's policies regarding disabled employees, training will be carried out as required.

Equal access to training and development will be afforded to everyone regardless of disability.

### **Responsibilities of the Employee**

All employees are responsible for making themselves aware of the actions they need to take to comply with this policy, together with its implications.

Employees who are, or become, disabled, are encouraged to raise this with their line manager, so the Company can ensure the appropriate support is provided.

Reasonable adjustments can be put into place to assist employees.

### **Responsibilities of the Company**

The Company's obligations and responsibilities towards disabled employees include:



- provision of training on the subject of equal opportunities, covering disabled people in recruitment and selection, training, promotion and contractual entitlements
- provision of equipment and facilities to support and assist disabled employees in carrying out their duties
- ensuring that any special needs of disabled employees, arising directly or indirectly because of their work, are met
- making reasonable adjustments to working arrangements where disadvantages may be caused to disabled employees
- enduring physical premises and the working environment is safe.

### **Regular Reviews of Arrangements**

Reviews of working arrangements and duties will be undertaken to determine if any changes have occurred that require attention. This attention may consist of retraining, adjustments to the premises or revisions to the reasonable adjustments, or other changes the Company needs to make for the provision of assistance as necessary.

It may be necessary to consider training/retraining or redeployment for a disabled employee if they are unable to continue to carry out their duties.

For employees who become disabled, the Company will consider the necessary reasonable adjustments required for that employee to continue in their role, as far as possible. It may be that suitable alternative employment is available should reasonable adjustments not be appropriate and the Company will make every effort to avoid termination, by providing necessary training and support and considering redeployment.

### **Evaluation and Monitoring**

The Company will continuously monitor and evaluate the conditions to allow for convenience accessibility.

We encourage feedback and suggestions from all employees to ensure we are taking everything into consideration.

### **Grievance procedure**

If an employee wishes to raise any concerns about their circumstances, they may do so informally in the first instance but are free to raise a complaint under the Company's grievance procedure, so that any concerns can be properly investigated.