

Disabled Workers

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Disabled Workers

1.0 INTRODUCTION

The Disabled Workers policy aims to ensure that individuals who have a disability are afforded equal opportunities to enter employment and progress within the company. The company will follow procedures designed to provide for fair consideration and selection of disabled applicants and to satisfy their training and career development needs. When workers become disabled in the course of their employment, reasonable steps will be taken to accommodate their disability by making adjustments to their existing employment or redeployment and, through appropriate retraining, to enable worker to remain in employment with the company wherever possible.

2.0 SCOPE

This Procedure applies to the recruitment and selection and ongoing employment of disabled workers.

3.0 RESPONSIBILITES

The responsibility for ensuring the fair selection and recruitment of disabled staff and ongoing employment rests with the relevant Department Manager in conjunction with the Deputy General and Operations Manager. The Operations Manager is responsible for co-ordinating all applications and responses and to providing a safe working environment for disabled workers.

This policy is in accordance with relevant legislation including the Disability Discrimination Act 1995.

4.0 STATUTORY REQUIREMENTS

1. The law imposes an obligation on employers not to discriminate against 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 impractical for some other reason to change the physical features of the premises or change other arrangements which place disabled workers at a disadvantage. The company's policy is to comply with those statutory obligations in a positive manner.
2. The General Manager will include in the annual report a policy statement about the employment of disabled people. The policy will be drafted each year in consultation with management and workplace representatives to reflect the progress made during the year in implementing its equal opportunities policy.

5.0 RECRUITMENT AND SELECTION

- The administration department, in consultation with relevant line managers, will ensure that:
 - a) all jobs 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 and recruitment to accommodate the needs of disabled people.
 - b) the company's equal opportunity policy is a feature of recruitment advertising.
 - c) the necessary steps are taken to encourage applications from disabled people.
- The Deputy General and Operations Manager in conjunction with the administration department are responsible for maintaining close liaison with the Disability Services Team in the local Job Centre and with local schools with a view to facilitating recruitment of disabled people.
- The manager responsible for recruitment must inform the reception desk and other relevant workers when a disabled person is arriving for interview and instruct them on the sort of help which may be required.
- Where doubts exist over a disabled applicant's ability to perform all duties of the job concerned, a trial period may be offered after consultation with the administration department
- Where adaptation of premises is required to enable a particular disabled person to take up employment, the matter should be discussed with the administration department who will liaise with the Disablement Advisory Service where appropriate.
- In cases where advice is needed on a medical condition or on safety implications of recruiting a disabled worker administration department will contact the Employment Medical Advisory Service for guidance.

6.0 DURING EMPLOYMENT

All workers are expected to show consideration towards their disabled colleagues. Where special steps need to be taken to ensure health and safety, members of the department concerned, together with safety and other worker representatives, will be briefed by the Deputy General or Operations Manager and in their absence the Duty or Office Manager.

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

disability. The personnel department is responsible for monitoring the application of the equal opportunity policy throughout employment. An extended trial period may be offered to a disabled worker on transfer or promotion where considered appropriate by the line manager in consultation with the administration department.

7.0 DISABILITIES ARISING DURING EMPLOYMENT

When a worker 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.

Where necessary, the administration department will arrange through the Disability Service Team in the local Job Centre for a worker's capabilities to be assessed with a view to identifying suitable alternative work for the individual.

8.0 TERMINATION OF EMPLOYMENT

Capability: where a worker's performance falls to an unacceptably low standard through a deterioration in his or her disability, the Operations Manager, together with the line manager and worker concerned, will:

- a) explore the possibility of restructuring the job to allow continuation
- b) consider alternative employment
- c) consider transfer to a "holding register" until an appropriate vacancy is available.

If having considered the above options, it is apparent that the worker cannot realistically continue in employment, a decision to dismiss may be taken only by the General Manager after consultation with the Board of Trust and Law at Work and following consultation with the worker, his or her representative and the local Job Centre.

Misconduct: when a disabled worker's conduct (for reasons unconnected with the disability) is unacceptable, the company's normal disciplinary will be followed.

Redundancy: in a redundancy situation the special circumstances of disabled workers will be given appropriate consideration.

Appeals: disabled workers who wish to appeal against a disciplinary sanction or a dismissal decision should use the company's normal appeals procedure.

9.0 REVIEW OF POLICY

The company has responsibility for ensuring that the policy is fairly and consistently applied and will be monitored and subject to review.

Positive action measures will be considered to remedy the under representation of disabled people in the company's employment.

Literature on specific disabilities is available from the administration department.

10.0 CONSULTATION

The company will undertake to consult with disabled workers at least once a year about their employment needs to ensure that they have the opportunity to develop and use their abilities at work.

11.0 COMPLAINTS

Any worker or job applicant who considers that he or she has been treated unfairly or discriminated against on the grounds of their disability may raise a complaint through the agreed procedure for dealing with complaints/grievances.

Disabled Workers

APPENDIX 1-PERSONNEL REQUISITION FORM

GALLEON LEISURE CENTRE	STAFF REQUISITION FORM			
To:	From: Department:			
PLEASE RECRUIT THE FOLLOWING:				
NAME (IF KNOWN)	_____			
JOB TITLE:	_____			
PROJECT:	_____			
CLIENT:	_____			
CONTRACT NUMBER	_____			
LOCATION:	_____			
DURATION:	_____			
DATE REQUIRED:	_____			
QUALIFICATIONS REQUIRED	_____			
CONTRACT TYPE: (delete as appropriate)	AGENCY PERM TEMP			
SALARY/RATE:	_____			
RISK ASSESSMENT DONE: TO WHOM RESPONSIBLE:	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 30%; text-align: center;">YES/NO</td><td style="width: 40%; text-align: center;">POSITION SUITABLE:</td><td style="width: 30%; text-align: center;">YES/NO</td></tr></table>	YES/NO	POSITION SUITABLE:	YES/NO
YES/NO	POSITION SUITABLE:	YES/NO		
SPECIAL CONDITIONS:	_____			
REQUESTED BY:	_____			
SIGNED BY:	_____			
<u>FOR PERSONNEL USE</u>				
ACTIONED BY:	_____			
RECRUITMENT SOURCE:	_____			
APPOINTED:	_____			