

## DISABILITY POLICY STATEMENT

### 1 INTRODUCTION

- 1.1** It is the College's policy to treat all employees and applicants for employment in the same way, regardless of age, sex, marriage & civil partnership, race, disability, religion or belief, gender reassignment, sexual orientation, pregnancy & maternity. This statement should be read in conjunction with the College's Equality Action Plan and Equal Opportunities Policy.
- 1.2** The College is committed to promoting equality of opportunity for people with disabilities. We are working towards better employment practices to ensure that those with disabilities receive full and fair consideration for all types of vacancies as well as for training, career development and promotion. Wherever possible the College will retain the services of an employee who is or becomes disabled, including retraining and redeployment where reasonable and practicable.
- 1.3** The College seeks to be recognised as an employer who provides good employment opportunities for people with disabilities. Individuals who apply to the College for employment will receive fair treatment and be considered solely on their ability to do the job.

### 2 DISABILITY CONFIDENT EMPLOYER



- 2.1** The College is a Disability Confident Employer which means that it has made 5 commitments to the recruitment and continued employment of people with disabilities. These are:
- To interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities;
  - To ensure there is a mechanism in place to discuss at any time, but at least once a year, what can be done to make sure they can develop and use their abilities at work;
  - To make every effort when employees become disabled to make sure that they stay in employment;
  - To take action to ensure that all employees develop the appropriate level of disability awareness needed to make the commitments work;
  - Each year to review these commitments and what has been achieved, plan ways to improve on them and let employees and the Employment Service know about progress and future plans.

### 3 COLLEGE DISABILITY POLICY

- 3.1** As part of its Disability Policy and in order to meet the commitments of the Disability Confident Employer status, the College is committed to the following practices:
- The College monitors its policies and procedures and the composition of the workforce to ensure its Equal Opportunities Policy is being properly implemented. Employees and job applicants are

requested to co-operate in the monitoring process. The information collated is used to inform other aspects of this policy;

- The College will continue to take specific steps to raise awareness of disability throughout the organisation; particularly targeting all staff involved in recruitment and selection processes.

## **4 RECRUITMENT**

**4.1** The College will actively review recruitment procedures, which encourage applications from, and the employment of, people with disabilities. This will include:

- advertising certain positions in media specifically aimed at people with disabilities;
- including within our recruitment literature information about the Disability Confident status and our commitment to the employment of people with disabilities;
- ensuring reasonable adjustments are made to allow candidates with disabilities to attend interview;
- The College will interview all disabled candidates, who appear from their application form, to meet the essential criteria for the advertised position;
- The College will consider reasonable adjustments to the physical work environment and working arrangements to ensure that disabled people are not prevented from taking up positions for which they are suitably qualified.

## **5 EMPLOYMENT**

**5.1** The College is committed to ensuring that disabled people have the same opportunity as other employees to career development and training in order that they may achieve their full potential within the organisation.

**5.2** The College will consider reasonable adjustments to the physical work environment and working arrangements to ensure that any employee who becomes disabled is able to stay in their current role. If staying in their current role is not considered possible the College will consider retraining and redeployment to another suitable position whenever reasonable and practicable.

**5.3** The College encourages the participation of disabled employees to ensure that, wherever possible, employment practices recognise and meet their needs and actively consults disabled employees regarding action to make sure they develop and use their abilities at work.

## **6 SUGGESTIONS AND COMPLAINTS**

**6.1** If any employee has suggestions about how the College can improve working life for people with disabilities, please contact HR.

**6.2** If any employee with a disability feels that he or she has been treated in a way that is contrary to this policy statement, the issue should be raised with their line manager or with Human Resources. Every effort will be made to secure a satisfactory resolution.