



# EMPLOYMENT ZONE Policy Statement – Employing Disabled People

## 1. Introduction

Achieving diversity in our workforce is important to us and we are committed to enabling disabled people to seek and maintain employment with us. This includes:

- Providing equal opportunities for disabled people in recruitment, education, training, promotion, transfer and terms and conditions of employment.
- Developing and implementing guidance which supports disabled people and ensuring that the needs of disabled employees, arising either directly or indirectly because of their work, are met.
- Providing a safe working environment, equipment and facilities to enable disabled people to carry out their duties.
- Making reasonable adjustments to working arrangements or physical features of premises where they cause disadvantage for a disabled employee.

This policy is in accordance with the Equality Act 2010.

## 2. Recruitment

As a Disability Confident Employer we will do everything we can to support employees with a disability or who develop a disability. We actively encourage applications from disabled people and guarantee to interview all disabled applicants who meet the minimum (essential) criteria for a job vacancy.

## 3. Complaints

We will deal with any complaints of unfair treatment during the recruitment and selection process in line with our recruitment complaints procedure, details of which will be made available to applicants.

The Chairperson of the selection panel will try to resolve the complaint in the first instance; if the complaint is not resolved the Head of Service will determine who should deal with the complaint. If the complaint remains unresolved, Corporate HR will investigate and provide a response.

## 4. Training

All disabled employees will have equal access to training and development opportunities and will be made aware of our policy, with training carried out as appropriate.



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### 5. Retention

We will review the duties and working conditions of disabled employees as required.

If a disabled employee is unable to continue carrying out their existing duties we will make every effort to find suitable alternative employment within the Council where possible, providing re-training where necessary.

Where an existing employee becomes disabled, we will make every effort to facilitate them to continue in their present post.

### 6. Consultation

We will consult with our equality groups on all aspects of equality and diversity in the workplace. We will also undertake to consult with disabled employees at least once a year about their employment needs to ensure that they have the opportunity to develop and use their abilities at work.

### 7. Implementation

While the Executive Director of Corporate Services will be responsible for developing, advising, implementing, monitoring and reviewing the operation of this policy, managers will be responsible for ensuring that the terms of the policy are observed.

### 8. Monitoring/review

All aspects of this policy will be monitored and subject to review. Positive action measures may be considered to remedy the under representation of disabled people in our employment.

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