



POLICY

The Company recognises that it has obligations to its employees and the community to ensure that people with disabilities are afforded equal opportunities and progress within the Company. In addition to its legal obligations, the Company will follow the procedures set out below to satisfy the career development and training needs of the disabled persons in its employment.

When an employee becomes disabled in the course of his/her employment, reasonable steps will be taken to accommodate his/her disability by making adjustments to his/her existing employment or re-deployment. Where appropriate, re-training will be offered to enable such a person to remain in employment with the Company.

This policy applies to all employees of Nurture Fostering.

PROCEDURE

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 an essential part of the job or that it is impracticable to change the physical features of the premises or other working arrangements which would otherwise enable the disabled person to perform those essential tasks. The Company's policy is to comply with these statutory obligations in a positive manner.

The HR Agent, in consultation with relevant line managers, will ensure that:-

- (a) all job descriptions, personnel specifications and recruitment advertisements are drafted to make clear what are the essential requirements of the position and that consideration will be given to making reasonable adjustments to job and personnel specifications to accommodate the needs of disabled people;
- (b) the Company's Equality, Diversity and Inclusion policy is an essential feature of recruitment advertising; and
- (c) the necessary steps are taken to encourage applications from disabled people.

Where doubts exist over a disabled applicant's ability to perform the full duties of the job concerned, a trial period may be offered after consultation with the HR Agent.

The Company will take reasonable steps to ensure that the working environment does not prevent a disabled person from taking up a position for which he/she is suitably qualified. Where areas of concern exist, the matter should be discussed with the HR Agent.

All employees are expected to show consideration towards their disabled colleagues. Where special steps need to be taken to ensure the health and safety of disabled employees, members of the department concerned, together with safety and other employee representatives, will be briefed by a representative of the HR Agent. Training and promotion opportunities will be available to all, regardless of disability.



The HR Agent is responsible for monitoring the application of this policy. An extended trial period may be offered to a disabled employee on transfer or promotion, where this is considered appropriate by the line manager, in consultation with the HR Agent.

When an employee becomes incapable of carrying out his/her normal duties because of a disability, the Company will consider what reasonable adjustments could be made to the job and working conditions, or any other re-deployment and re-training possibilities. The Company may arrange for an occupational health assessor to carry out a suitable assessment.

Where necessary, the HR Agent will arrange for an employee's capabilities to be assessed by an occupational health assessor with a view to identifying suitable alternative work for that individual.

The types of adjustments which the Company will consider are as follows:-

- (a) making adjustments to premises;
- (b) allocating some of the disabled employee's duties to another person;
- (c) transferring the employee to fill a vacancy;
- (d) altering the employee's working hours;
- (e) assigning the employee to a different place of work;
- (f) allowing the employee to be absent during working hours for rehabilitation, assessment or treatment;
- (g) giving or arranging training for the employee
- (h) acquiring or modifying equipment;
- (i) modifying instructions or reference manuals;
- (j) modifying procedures for testing or assessment;
- (k) providing a reader or interpreter;
- (l) providing supervision.

Where an employee's performance falls to an unacceptably low standard through a deterioration in his or her disability, the HRD Department, will give consideration to the Capability Policy and, together with the line manager and employee concerned, will:

- (a) explore the possibility of restructuring of the job to allow continuation;
- (b) consider alternative employment;

If, having considered the above options, it is apparent that the employee cannot realistically continue in employment of any sort that the Company is in a position to offer, a decision to dismiss may be taken only by a Director of the Company following consultation with the HR Agent, the employee and his/her representative.



When a disabled employee's conduct (for reasons unconnected with the disability) is unacceptable, the Company's normal disciplinary procedures will apply.

In a redundancy situation the special circumstances of disabled employees will be given appropriate consideration. For example, if selection criterion applied to a disabled employee for a reason relating to his/her disability, the Company will consider whether it is relevant and significant to the selection process and also whether a reasonable adjustment would prevent the criterion applying at all.

Employee representatives, as well as management, have responsibility for ensuring that this policy and procedure are fairly and consistently applied.

The policy will be reviewed regularly.

