



**Disability Discrimination Policy  
February 2021 to February 2022**

# **Disability Discrimination Policy**

## **1. POLICY**

CWLC fully supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of disability. No applicant or employee shall receive less favourable treatment because of disability.

It is in the interest of CWLC and those who work for it to ensure that all available human resource talents and skills are considered when employment opportunities arise.

CWLC is committed to maintaining and managing a diverse work force.

## **2. PURPOSE**

To ensure that CWLC complies with the Equality Act 2010 (which replaces the Disability Discrimination Act 1995) and to ensure that disabled people falling within the definition of the Act are treated equally and fairly.

To ensure we recruit and retain the best people for CWLC.

## **3. SCOPE**

The Disability Discrimination Policy covers all staff and job applicants. This also covers employees who become disabled during their employment. Where relevant it also covers staff employed by outside agencies working on CWLC's premises.

## **4. POLICY GUIDELINES**

Recruitment, training and promotion are carried out in line with CWLC Codes of Practice. Clear job descriptions and person specifications are used (where appropriate) to enhance objective assessments and to ensure that decisions are made solely on objective and job-related criteria.

CWLC will endeavour to give training and guidance to all relevant Staff, to ensure that the risk of possible discriminatory attitudes affecting decisions are minimised and that there is an understanding of the relevant provisions of the Equality Act 2010.

CWLC operates a Grievance Procedure to enable grievances, including those relating to unfair discrimination on grounds of disability, to be formally heard.

All reasonable and necessary changes will be investigated and any justified changes will be made to the workplace and to employment arrangements so that disabled people are not at any substantial disadvantage compared to non-disabled people. This covers all areas of employment, including recruitment, promotion and training.

In recruitment and selection, CWLC will modify selection techniques, where appropriate, and make any other reasonable changes to ensure that disabled people can be considered equally with non-disabled candidates.

CWLC will ensure that disabled people will receive equal treatment in training and development, and, where appropriate, will supply additional training.

A flexible approach will be adopted and, where possible and justified, consideration to reallocation of duties, time off for rehabilitation, assessment or treatment or other appropriate measures to ensure equal opportunity.

Every endeavour will be made to ensure that contract workers are not discriminated against because of their disability and will ensure that any contract workers and other agencies that may be used are aware of this policy.

### **Information, Advice & Guidance (IAG)**

Within many of CWLC's policies lies a thread of Information, Advice & Guidance. At CWLC we believe that IAG is a vital part of the learner's journey.

IAG is fundamental to a learner's progress as they strive to achieve their particular qualification or course completion.

It is particularly relevant to this policy, in the event that someone, due to their disability (existing or new) cannot adequately maintain their position or role in a safe manner. Or an individual cannot access a particular course, even after reasonable adjustments have been made in order to help them access the role or training place.

At this point IAG advisors will seek alternative employment opportunities or alternative training places more suitable to meet their needs and requirements.

CWLC actively encourages promotion of this policy in its internal and external recruitment by ensuring that advertisements, job descriptions and person specifications do not discriminate. We welcome applications from disabled people. CWLC will ensure that all new employees are aware of this policy as part of their induction and will regularly review and monitor this policy to ensure its implementation and effectiveness.

<b>Signature:</b>	
<b>Name:</b>	Keith Horkan
<b>Position in Company:</b>	Head of Quality
<b>Date:</b>	14 <sup>th</sup> February 2021
<b>Due for Review:</b>	February 2022