
Employing People with Disabilities - Policy Notes

A Network SA Resource for Children's Services

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Purpose

..... (Service name) undertakes to provide a working environment and conditions of employment which as far as possible will offer people with disabilities the opportunity to seek and maintain employment with the organisation.

Scope

The policy will apply to all full time, part time and casual staff and all job applicants and is of particular relevance to Directors, Assistant Directors and others with responsibilities in the areas of recruitment, training and employee relations.

To this end we will

- Implement fair procedures with respect to recruitment, selection, training, promotion, transfer and terms and conditions of employment
- Provide an employment guide for managers
- Ensure that employees and job applicants with disabilities are provided with all reasonable support that they require
- Ensure where possible that employees with disabilities are provided with equipment and facilities to enable them to continue in employment
- Make reasonable adjustments to working arrangements or physical features where these cause disadvantage to people with disabilities
- Provide a safe and secure working environment for people with disabilities
- Ensure that disability will not be used as a reason for dismissal including by redundancy

Recruitment

Vacancies will be open to suitably qualified and experienced people. All applicants with a disability who meet the essential selection criteria for a job will be offered an interview on an equal basis with other applicants.

Training

All employees with a disability will be offered access to training and development opportunities on an equal basis to other employees. All employees will be made aware of the service's policy on the employment of people with disabilities.

Retention

Duties and working conditions of employees with disabilities will be assessed annually via the performance review process. If a person with a disability is unable to continue in his/her existing role every effort will be made to secure reasonable adjustments to current working arrangements and/or offer more suitable alternative employment.

Monitoring

Monitoring of the policy will take place in order to review its progress, measure its success and make suggestions for improvement.

Consultation

Consultations with employees with disabilities on their employment needs will take place at least once a year in order to assist them to develop and enhance their ability to work.

Adherence to Policy

Responsibility for implementing, monitoring and developing the policy rests with the Director.

Responsibility for day to day operation of the policy rests with the Director and where appropriate with Assistant Directors and Team Leaders. They will ensure that the management guide on the employment of people with disabilities is adhered to and that appropriate advice and support is provided.

All employees are required to comply with the provisions of the policy with any deliberate breaches being dealt with under the terms of the Disciplinary Procedure.

Complaints

Employees who feel they have been treated unfairly or discriminated against on grounds of their disability or who have a concern regarding the application of this policy should raise the matter with the Director in the first instance either informally or via the provisions of the Grievance Procedure.

Job applicants who believe they have been subjected to unlawful discrimination in the recruitment and selection process should submit a formal detailed complaint to the Director.

Whilst we will make every effort to resolve complaints via internal mechanisms the service accepts the right of existing and potential employees to pursue a case externally through relevant legislation including the Disability Discrimination Act.

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