



Employment of Colleagues with A Disability Policy

1) Policy

1.1 This policy exists to enable Dudley Mind to respond to the needs of staff with a disability and ensure that we make reasonable adjustments where appropriate as defined by the Disability Discrimination Act 1995 (DDA).

1.2 The Disability Discrimination Act 1995 (DDA), gives rights to disabled people who have or have had a disability, which makes it difficult for them to carry out normal day-to-day activities, eg. the disability could be physical, sensory or mental. It must be substantial and have a long-term effect, i.e. has lasted or is likely to last for longer than 12 months.

1.3 In order that disabled employees have an equal chance of success we may need to make adjustments to the working environment or make other employment arrangements.

2) Scope

All employees are encouraged to be open about whether they consider themselves to have a disability and to inform their line manager/HR Officer. Line managers are responsible for adhering to this policy. The HR Officer is responsible for advising line managers on all aspects of the policy.

3) Reasonable adjustments

3.1 Reasonable adjustments may need to be made to the working environment and/or the job arrangements in order to help people with disabilities overcome disadvantages they experience as a result of their disability.

3.2 What constitutes 'reasonable adjustment' will vary according to circumstances.

3.3 It is our policy to deal with all employees sensitively and to consult the relevant parties for assistance.

4) Recruitment

4.1 All candidates who apply for positions within the Organisation will be asked to state on the equal opportunities monitoring form if they consider themselves to have a disability and the nature of their disability.

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4.2 It is Dudley Mind's policy that all applicants with a disability who meet the minimum criteria for a job vacancy will be interviewed and considered on their abilities.

5) Changes

Dudley Mind reserves the right to change the provision of the Employment of Colleagues with a Disability Policy by amendment, addition or deletion or substitution of new procedures from time to time at its discretion. Employees will be notified of any changes by appropriate means.