

CODE OF PRACTICE ON THE EMPLOYMENT OF DISABLED PEOPLE

It is the policy of Loughborough College to provide equal opportunity for disabled people in all areas of employment.

Every effort will be made to retain employees who become disabled, wherever practicable, in the same job. To this end, adjustments will be made to the individual duties or working conditions and retraining will be given where reasonable.

RECRUITMENT

1. All vacancies for which external applications are invited will be notified to the Disability Employment Advisors.
2. Application forms will ask candidates to identify whether any special arrangements are required if they are called for interview.
3. Adaptations to equipment and / or work place environment may be necessary to appoint an otherwise suitable qualified disabled person. In this event, the Manager should liaise with the Director of Operations.
4. Before asking for a hand written application, Managers should consider whether this is essential. Some people may need someone else to fill it in, or may need to use a computer or tape.

INTERVIEWS

An interview panel should:-

1. Conduct interviews with disabled people as it would with anyone else. Where necessary they should seek advice on the appropriateness of the interview arrangements.
2. Assess a disabled person's ability to do the job and not concentrate exclusively on their disability. Where practicable, give them a chance to examine the place of work, this may help them to decide whether or not the work environment is suitable for them.

3. Give the person the opportunity to comment on how they feel their disability would impact on the job (if at all).
4. Avoid making assumptions about an individual's ability to perform certain tasks. Disabled people often develop innovative solutions to everyday challenges, with or without technical aid or personal support.
5. Avoid relying on intermediaries for information or opinions about a disabled person's capacity to succeed at work. Form judgments from discussion with the person themselves.
6. If there are reservations about an applicant's suitability for a job, discuss points fully with them and, where appropriate, seek advice from the Personnel Director or Equal Opportunities coordinator.

RETENTION

1. If, whilst in employment, an employee becomes disabled every effort will be made to retain them in the existing job (making adaptations where necessary).
2. Retraining should be considered where it is not possible to retain in the existing job.

TRAINING AND DEVELOPMENT

The principles which apply in relation to the recruitment and selection apply in these areas and reference should be made to the Code of Practice on the Access of Staff to Training and Development.

RESPONSIBILITIES

1. Overall responsibility for the policy lies with the Chief Executive. All employees, however, have some measure of responsibility for its effective operation.

Management

Managers will:-

- i. Ensure that the policy is effectively followed by creating an environment where acceptance of disabled people is encouraged.

- ii. Help disabled employees to settle into their work and subject to their agreement discuss their disability with work colleagues.
- iii. Make all staff aware of the Health and Safety implications and any special steps to be taken for disabled staff in the event of an emergency, e.g. fire.

Director of Operations

- i. Seek advice on adaptations to equipment and / or workplace environment and, if appropriate, seek support from the Access to Work Scheme.
- ii. Arrange for First Aiders to be provided with any necessary additional training.

Personnel Director

- i. Monitor the effectiveness of this Code of Practice.
- ii. Liaise with the Disability Employment Advisor.

Employees

- i. Accept disabled people in the workforce.
- ii. Co-operate fully with any measures introduced in line with this policy.

DEFINITION

The definition of disability will be that used in the Disability Discrimination Act 1995.