

DISABILITY DISCRIMINATION POLICY

Policy Statement

Hunts Mind is committed to providing equal opportunities for all employees (the term employees refers to both paid and unpaid workers throughout this document) regardless of whether or not they have a disability.

This Policy supplements the Hunts Mind Equal Opportunities Policy and demonstrates Hunts Mind's wish to comply with The Disability Discrimination Act 1995 and all related guidelines and Codes of Practice.

Hunts Mind requires all employees to work within the letter and spirit of this Policy and to challenge appropriately any contrary attitudes or behaviours following guidance set out in the Equal Opportunities Policy and/or Grievance Procedure. The Executive Committee, in consultation with senior managers, has ultimate responsibility for the implementation of this Policy.

Hunts Mind's Grievance Procedure will be invoked should any employee believe that he/she has been unfairly discriminated against on grounds of disability.

Discrimination on the grounds of disability is regarded as a disciplinary offence for any employee.

Definitions

Hunts Mind subscribes to the definition of disability as found in The Disability Discrimination Act 1995:

"Disability is defined as a physical or mental impairment that has a substantial adverse effect on a person's ability to carry out normal day-to-day activities, where this effect has already lasted or is expected to last for at least 12 months"

DDA Act 2005 Chapter 13 "Other matters"

18 Meaning of "disability"

(1) Schedule 1 to the 1995 Act (which supplements the definition of "disability" in section 1 of that Act) shall have effect with the following amendments.

(2) Paragraph 1(1) (mental illness must be clinically well-recognised if it is to be basis of "mental impairment") is omitted.

Recruitment

Hunts Mind will recruit and appoint employees solely on the basis of merit.

Hunts Mind will ensure that its application procedures will not disadvantage disabled applicants. E.g. where written tests are used alternative arrangements will be made for visually impaired applicants.

Vacancy information will be available in different formats, where possible, and applications similarly submitted will be accepted and short listing will occur in the usual way.

The use of specialist advisors (e.g. Disability Employment Advisors) will be considered when advertising vacancies.

Hunts Mind will seek information about disability and access needs in the letter asking the applicant to attend an interview, and will undertake to make suitable provisions for applicants to attend for interviews, when required.

Induction

The managers and Executive Committee will work with any disabled employee to ensure that the staff induction process properly meets his/her needs in accordance with the Hunts Mind Recruitment Guidelines.

Hunts Mind will identify, in collaboration with the employee, any reasonable adjustments that may be needed for him/her to carry out their duties. Examples of adjustments that may be considered are:

- adaptations to the physical features of the premises
- acquisition of specialised or modified equipment
- modification of organisational procedures
- provision of a reader or interpreter
- alteration of post holder's working hours
- provision of additional supervision and/or training
- permission to be given for absences during working hours for rehabilitation, assessment or treatment.

If deemed necessary Hunts Mind will seek relevant expertise (for example Access to Work contactable through the local Disability Employment Advisor) in order to make the most suitable adjustments.

Training

Any training offered will always consider additional or particular needs of disabled employees.



For better
mental health

Hunts Mind

Hunts Mind will support specialised training or re-training needed by a disabled employee in order to carry out their duties.

Retention

As part of its commitment to equal opportunities, Hunts Mind will ensure that all reasonable measures are taken to retain disabled employees in employment.

Hunts Mind will endeavour to identify and implement suitable and reasonable adjustments to enable the employee to carry out his/her duties regardless of when in the period of their employment the needs are identified.

If, as a result of their disability, an employee is absent from work for a period of four weeks the option of a phased return to work will be considered.

Removal of Barriers

Hunts Mind recognises the importance of taking pro-active measures to remove barriers commonly encountered by disabled people in the working environment.

Hunts Mind is committed to an ongoing assessment and review of accessibility of the organisation's premises, services and literature and to the continuous upgrading of these wherever possible.

Hunts Mind Disability Discrimination Policy & Procedure

Date policy ratified by Executive Committee: May 2009

Signature of Chair:

A handwritten signature in black ink, appearing to be 'S. Lee'.

Date of review: February 2011 or as legislation dictates