

## **Disability Discrimination Policy - Staff**

The Company is an equal opportunity employer and is fully committed to a policy of treating all its employees and job applicants equally, regardless of whether or not they have a disability. Discrimination against disabled people is unlawful under the **Equality Act 2010**. This includes less favourable treatment on the ground of a disabled person's disability, harassment because of a disability and/or a failure to make reasonable adjustments.

The Company will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to disability. The Company will also take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and that is free of harassment based upon an employee's disability. The Company will not condone any form of harassment on the ground of disability, whether engaged in by employees or by outside third parties who do business with the Company, such as contractors, suppliers, clients or customers.

**Employees have a duty to co-operate with the Company to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination or harassment on the ground of disability. Action will be taken under the Company's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation on the ground of a person's disability. Serious breaches of this disability policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal. Employees should also bear in mind that they can be held personally liable as well as, or instead of, the Company for any act of unlawful discrimination on the ground of disability.**

Employees should draw the attention of their line manager to suspected discriminatory acts or practices or suspected cases of harassment relating to a disabled person's disability. Employees must not victimize or retaliate against an employee who has made allegations or complaints of discrimination or harassment on the ground of disability or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct in accordance with the Company's disciplinary procedure.

## **Disability Discrimination Policy – Customers & Clients**

The Company is also fully committed to a policy of treating its customers and clients equally, regardless of whether or not they have a disability. Discrimination against disabled customers and clients is again unlawful under the Equality Act 2010. In this case, this includes less favourable treatment for a reason related to a disabled customer's disability, a failure to make reasonable adjustments to the way in which the Company delivers its services so that disabled customers and clients can use them and/or a failure to alter physical features of premises that make it impossible or unreasonably difficult for disabled customers or clients to make use of its services.

Employees have a duty to co-operate with the Company to ensure that this policy is effective in ensuring that its disabled customers and clients do not experience less favourable treatment for a reason related to their disability. Action will be taken under the Company's disciplinary.