

Donegall Pass Community Forum

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Registered Charity No.: XR80283

Disability Employment Policy

1. PURPOSE

Donegall Pass Community Forum (the Forum) undertakes to develop a working environment and provide conditions of employment which, as far as practicable, will offer people with disabilities the opportunity to seek and maintain employment with the Forum. The Forum undertakes to comply with the provisions of the Disability Discrimination Act 1995 (as amended, consolidated or updated by Parliament) in so far as is practicable in consideration of the limited resources available to it and accessible funding for compliance with the said provisions.

2. SCOPE

All established and temporary employees and job applicants. This policy has particular reference to all those concerned with recruitment, training and promotion.

3. POLICY STATEMENT

The Forum will:

- implement fair procedures in recruitment, training, promotion, transfer and terms and conditions of employment;
- ensure that people with disabilities are offered all the reasonable support that they need;
- ensure that people with disabilities are provided with all reasonable equipment and facilities to continue their employment;
- make reasonable adjustments to working arrangements or the physical features of premises where they cause disadvantage for a person with a disability;
- provide a safe working environment for people with disabilities;
- ensure that disability will not be used as a criterion for redundancy.

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Recruitment

- Vacancies will be open to suitably qualified people with disabilities.
- The Forum guarantees to interview all disabled applicants who meet the minimum criteria for a job vacancy.

Training

- All employees with a disability will have access to training and development opportunities.
- All employees will be made aware of the Forum's policy on the employment of people with disabilities.

Retention

- The duties and working conditions of employees with disabilities will be reviewed through normal line-management interviews and procedures.
- If a person with a disability is unable to continue to carry out his/her existing duties every effort will be given to making reasonable adjustments, including alternative employment.

Monitoring

- Monitoring will be used to measure the success of this policy and to review its progress.

Consultation

- The Forum will consult with employees with disabilities at least once a year about their employment needs to ensure that they can develop and use their abilities at work.

Grievances

Any employee or job applicant who considers that he/she has been treated unfairly or discriminated against on the grounds of his/her disability should raise the matter through the grievance procedure.

4. ADHERENCE TO POLICY

Responsibility for the implementation, monitoring and development of this policy lies with the Forum's Executive Committee. Day to day operation of the

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policy is the responsibility of senior supervising staff who will ensure that the Forum’s policy on the employment of people with disabilities is adhered to and give advice and support to all employees with disabilities.

5. COMPLAINTS

Any employee who has concern regarding the application of this policy should normally make use of the Forum’s grievance procedure.

Employees wishing to raise a grievance alleging unlawful discrimination during an internal selection procedure should discuss this with the recruiting line manager in the first instance. An appeal, where necessary, should be made to the Forum’s Executive Committee. An investigation will then be conducted by a representative of the Forum’s Executive Committee who has not been previously involved in the selection procedure. The representative of the Forum’s Executive Committee’s ruling will be final. The employee will receive written notification as to the outcome.

Any prospective employee wishing to raise a complaint should do so, in writing, to the Chair of the recruitment panel within 15 working days, at the latest, of the alleged incident. An investigation will then be conducted by a representative of the Forum’s Executive Committee who has not been previously involved in the selection procedure. The representative of the Forum’s Executive Committee’s ruling will be final. The individual will receive written notification as to the outcome.

Date:

Signature: Chairperson

Signature: Treasurer

Signature: Secretary

Signature: Vice Treasurer