

## ENLITEN IT LTD DISABILITY POLICY

### DISABILITY POLICY STATEMENT

#### 1 POLICY AND SCOPE

It is our policy to treat all employees and applicants for employment in the same way, regardless of age, sex, marriage & civil partnership, race, disability, religion or belief, gender reassignment, sexual orientation, pregnancy & maternity. This statement should be read in conjunction with our Equality & Diversity Policy.

- 1.1** We promote equality of opportunity for people with disabilities wherever practicable and aim to have employment practices to ensure that those with disabilities receive full and fair consideration for all vacancies, training, career development and promotion. Wherever possible we will retain the services of an employee or contractor who is or becomes disabled, including retraining and redeployment where reasonable and practicable.

#### 2 Disability Commitments

- 2.1** For recruitment and continued employment of people we commit:

- To interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities;
- To make every effort when employees become disabled to make sure that they stay in employment;
- To take action to ensure that all employees develop the appropriate level of disability awareness needed to make the commitments work;
- Each year to review these commitments, plan ways to improve on them and communicate plans to all employees.

#### 3 Disability Policy

- 3.1** As part of its Disability Policy Enliten IT is committed to the following practices:

- Monitoring of policies and procedures and the composition of the workforce to ensure our policy is being properly implemented. Employees and job applicants are requested to co-operate in the monitoring process;
- We will take specific steps to raise awareness of disability throughout the organisation; particularly targeting staff involved in recruitment.

#### 4 Recruitment

- 4.1** We will actively encourage applications from, and the employment of, people with disabilities wherever practicable e.g.:

- Wording for vacancies will include our commitment to the employment of people with disabilities;
- ensuring reasonable adjustments are made to allow candidates with disabilities to attend interview;
- We will interview all disabled candidates, who appear from their application form, to meet the essential criteria for the advertised position.

## **5 Employment**

- 5.1** We are committed to ensuring that disabled people have the same opportunity as other employees to career development and training so they may achieve their full potential.
- 5.2** We will consider reasonable adjustments to the physical work environment and working arrangements to ensure that any employee who becomes disabled is able to stay in their current role.

## **6 Complaints**

- 6.1** If any employee has suggestions about how we can improve working life for people with disabilities, please contact the MD.
- 6.2** If any employee with a disability feels that he or she has been treated in a way that is contrary to this policy statement, the issue should be raised with the MD. Every effort will be made to secure a satisfactory resolution, either through informal means or formally through the Grievance Procedure.