

TRUEBLUE NURSES - Disabled Workers Policy and Procedure

Purpose

To comply with the Equality Act 2010, the Disability Discrimination Act 1995/2005 and best employment practice guidelines

Scope

All employees

Policy

Trueblue Nurses recognises that it has a clear legal obligation towards its employees and the community at large to ensure that people with disabilities are offered equal opportunities to enter employment and progress within the organisation.

In addition to complying with the Equality Act 2010 and the Disability Discrimination Act 1995, the organisation will follow procedures designed to provide for fair consideration and selection of disabled applicants and to identify/meet (satisfy) their training and career development needs.

If an employee becomes disabled in the course of their employment steps will be taken to accommodate their disability by making reasonable adjustments to their existing employment terms, conditions and work environment or in consultation with the employee, arrange redeployment to another post similar to the one they hold. This will not affect the remuneration package of the employee.

Appropriate/relevant training will be provided to the employee to facilitate a smooth transition to the new role and a thorough induction into the new role will also be carried out.

Disabled employees will be supported through retraining to remain in employment within the organisation for as long as practicable the same way that other employees are supported.

Procedure

Statutory requirements

The law imposes an obligation on employers not to discriminate against people with disabilities on grounds relating to their disability unless this is unavoidable in the sense that their disability makes them unable to perform a key function of the job or that it is too expensive or impracticable for some other reason to change the physical features of the premises or change other arrangements which place disabled employees at a disadvantage. Trueblue Nurse's policy is to comply with those statutory obligations in a positive and proactive manner.

Recruitment and selection:

All recruitment ads, job descriptions and person specifications are drafted in such a way as to clearly reflect the essential and desirable requirements of the post and consideration will be given to making reasonable adjustments to application forms and other documentation to accommodate the needs of disabled people.

The interview process does not place disabled candidates at a disadvantage. The physical environment for conducting interviews is user friendly with disabled access. Consideration will be given to making reasonable adjustments to accommodate the needs of successful disabled applicants' after all necessary recruitment, health and disability checks have been completed (with specific reference to intrinsic functions of the job) and an employment offer has been accepted.

Trueblue Nurses Equal Opportunities policy is a feature of recruitment advertising.

The necessary steps are taken to encourage applications from disabled people such as a guaranteed interview scheme for disabled job applicants, job share, part time, working from home, work life balance, flexible working and so on;

Trueblue Nurses will ensure health and safety is complied with, with a view to ensuring that job roles and related tasks are safe to be carried out by a wide range of people with different disabilities and work experience opportunities will be made available to disabled people as well as mentoring for disabled students thereby facilitating recruitment of disabled people.

Where job roles are deemed not to be conducive to certain disabilities, this will be made clear in assessments of the job within the realms of 'positive discrimination' and the law. The person responsible for recruitment must inform the relevant employees when a disabled person is arriving for interview and instruct on the sort of help that may be needed.

Where doubts exist over a disabled applicant's ability to perform the full duties of the job concerned, the usual probation period will apply unless there are safety concerns to the individual, the organisations Client's, other staff and/or stakeholders in which case a limited trial period may be offered after consultation with Trueblue Nurses. Accurate records must be kept of any decisions taken in this regard with supporting evidence. Where adaptation of premises is required to enable a particular disabled person to take up employment, the matter should be discussed with the relevant advisory service where applicable.

In cases where advice is needed on a medical condition or on the safety implications of recruiting a disabled employee, Trueblue Nurses will contact the relevant advisory service for guidance.

During employment:

All employees are expected to show consideration towards their disabled colleagues. Training and promotion opportunities must be made available to all, regardless of disability.

Disabilities arising during employment:

When an employee becomes incapable of carrying out his or her normal duties because of a disability, consideration must be given to reasonable adjustments to the job role, working conditions, redeployment and retraining.

Termination of employment:

Capability: where an employee's performance falls to an unacceptably low standard through deterioration in their disability, Trueblue Nurses together with the employee concerned will

Explore the possibility of restructuring the job to allow continuation in the role

Consider alternative job roles/employment

Consider transfer to a 'holding register' until an appropriate vacancy is available.

Misconduct: when a disabled employee's conduct is unacceptable (for reasons unconnected with their disability) the organisations normal disciplinary procedures will be followed.

Employee representatives:

Employee representatives alongside management have responsibilities for ensuring that the organisation's policy is fairly and consistently applied.

The organisation's policy and procedures concerning the employment of disabled people will be reviewed regularly and discussed in joint consultative meetings.

Literature on specific disabilities will be made available at Trueblue Nurses office.