

Code of Practice on the Employment of Disabled People

We will provide this policy on request at no cost, in large print, in Braille, on tape or in another non-written format.

WHEATLEY HOMES GLASGOW – CODE OF PRACTICE ON THE EMPLOYMENT OF DISABLED PEOPLE

We can produce information on request in large print, Braille, tape and on disk. It is also available in other languages. If you need information in any of these formats please contact us on Freephone 0800 479 7979.

如果你向我們提出要求，我們可以為你提供本資訊的其他語言的版本，或者是盲文或磁帶。如果你需要本資訊的任何一種這些版式的版本，請聯繫我們，電話號碼是 0800 479 7979。

Si vous nous le demandez, nous pouvons vous remettre ces informations en d'autres langues, en braille ou sur cassette. Si vous souhaitez que ces informations vous soient fournies sous l'un de ces formats, contactez-nous en composant le 0800 479 7979.

چنانچه مایل باشید می‌توانید این مطالب را به فارسی یا زبان‌های دیگر و همچنین بریل و یا بر روی نوار کاست دریافت دارید. در صورت نیاز خواهشمندیم با شماره تلفن 0800 479 7979 با ما تماس بگیرید.

ਜੇ ਤੁਸੀਂ ਸਾਨੂੰ ਬੇਨਤੀ ਕਰੋ ਤਾਂ ਅਸੀਂ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਹੋਰ ਭਾਸ਼ਾਵਾਂ, ਬ੍ਰੇਲ (ਨੋਤਰੀਟਾ ਲਈ ਭਾਸ਼ਾ) ਵਿੱਚ, ਜਾਂ ਟੇਪ ਉੱਪਰ ਦੇ ਸਕਦੇ ਹਾਂ। ਜੇ ਤੁਹਾਨੂੰ ਇਨ੍ਹਾਂ ਵਿੱਚੋਂ ਕਿਸੇ ਰੂਪ ਵਿੱਚ ਚਾਹੀਦੀ ਹੋਵੇ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ 0800 479 7979 ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ।

Na Pana/Pani życzenie możemy zapewnić te informacje w innych językach, alfabetem Braille'a lub na kasecie. Jeśli chciał(a)by Pan(i) uzyskać te informacje w którejś z tych form, prosimy skontaktować się z nami pod numerem telefonu 0800 479 7979.

Haddii aad na weydiisato waxaanu warbixintan kugu siin karaa iyadoo ku qoran luuqad kale, farta ay dadka indhaha la' akhriyaan ama cajalad ku duuban. Haddii aad jeclaan lahayd in warbixintan laguugu siiyo mid ka mid ah qaababkaas, fadlan nagala soo xidhiidh telefoonka 0800 479 7979.

По вашей просьбе данная информация может быть предоставлена на других языках, шрифтом Брайля или в аудиозаписи. Если вам требуется информация в одном из этих форматов, позвоните нам по номеру 0800 479 7979.

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Equality Impact Assessment	No

People Services Policy – Wheatley Homes Glasgow - Code of Practice on the Employment of Disabled People
 Date live: July 2022
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POLICY PURPOSE AND APPLICABILITY

It is widely recognised that disabled people are disadvantaged in the labour market; whether in access to job opportunities, employment or in the type of work obtained, and that they are often underrepresented in professional or managerial roles.

Wheatley Homes Glasgow (“WHG”) is committed to equality of opportunity for disabled people within its workforce, in its services and their delivery. We are also committed to identifying and removing practices which discriminate against disabled people.

This Code of Practice takes account of the provisions of the Equality Act 2010 and supplements WHG’s Equal Opportunities Policy and covers the following:

• SECTION A	DEFINING THE TERM “DISABLED”	PAGE 3-4
• SECTION B	OBJECTIVES OF THE CODE OF PRACTICE	PAGE 4
• SECTION C	DUTY TO MAKE REASONABLE ADJUSTMENTS	PAGE 4-5
• SECTION D	RECRUITMENT	PAGE 5-6
• SECTION E	SHORTLISTING	PAGE 6
• SECTION F	THE INTERVIEW	PAGE 7
• SECTION G	RECOMMENDATION FOR APPOINTMENT	PAGE 7
• SECTION H	APPOINTMENT TO THE POST	PAGE 7
• SECTION I	CENTRAL REGISTER OF DISABLED APPLICANTS	PAGE 7
• SECTION J	LEARNING AND DEVELOPMENT	PAGE 7-8
• SECTION K	HEALTH AND SAFETY	PAGE 8
• SECTION L	CONSULTATION	PAGE 8
• SECTION M	MONITORING	PAGE 8-9
• SECTION N	COMPLAINTS	PAGE 9

SECTION A – DEFINING THE TERM “DISABLED”

The term ‘Disabled’ is applied to a variety of people with many types and levels of disability.

A person is considered to have a disability if they have or have had a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

The effect of impairment is long term if one of the following is true: -

- it has lasted for 12 months;

People Services Policy – Wheatley Homes Glasgow - Code of Practice on the Employment of Disabled People

Date live: July 2022

Date last reviewed: October 2022 – Gender Neutral

Date to be reviewed: October 2025

- it is likely to last for 12 months;
 - If it is likely to last for the rest of the person’s life.
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SECTION B - OBJECTIVES OF THE CODE OF PRACTICE

It is unfair to discriminate unjustifiably against employees or applicants on the grounds of their disability. Specifically, the objectives of this Code of Practice are to ensure that: -

- disabled people who apply for roles within WHG should know that they will receive fair treatment and be considered against the criteria for the role;
- applications from disabled people for posts will be actively encouraged and, under the ‘Disability Confident’ initiative, applicants who meet the minimum criteria for a post will be guaranteed an interview;
- all disabled employees will have equal access to training and development opportunities;
- assistance will be given by People Services to disabled employees as far as is reasonably practicable;
- Positive action policies may be developed, to remedy any under representation of disabled people employed by WHG.

Every effort will be made to retain an employee who is or becomes disabled and is no longer capable of carrying out their normal duties.

All employees will be made aware of the WHG’s policy on the employment of disabled people. In addition, disability awareness training will be carried out for employees.

SECTION C - DUTY TO MAKE REASONABLE ADJUSTMENTS

If an employee is disabled or becomes disabled in the course of their employment with WHG, they are encouraged to tell us about their conditions. This is to enable us to support them as much as possible.

The duties and working conditions of disabled employees will be reviewed periodically, in light of any changes in their condition.

WHG will comply with the requirement to make “reasonable adjustments” to working arrangements or physical features of premises where they cause disadvantages for a disabled person. Reasonable adjustments may include: -

- making adjustments to premises;

People Services Policy – Wheatley Homes Glasgow - Code of Practice on the Employment of Disabled People

Date live: July 2022

Date last reviewed: October 2022 – Gender Neutral

Date to be reviewed: October 2025

- allocating some of the disabled person's duties to another person;
- transferring the disabled person to fill an existing vacancy;
- altering working hours;
- assigning the disabled person to a different place of work;
- allowing the disabled person to be absent during working hours for rehabilitation, assessment or treatment;
- providing or arranging for the provision of training;
- acquiring or modifying equipment or workstations;
- modifying instructions or reference manuals;
- modifying procedures for testing or assessment;
- providing help reading/interpreting from Braille;
- providing assistance.

We will seek advice and support from Access to Work as appropriate in any such cases and there may be financial support for required modifications. All options such as a re-allocation of duties, re-training or redeployment, must be fully considered. In those instances where these are not possible, People Services must be advised by the line manager, in writing, of the action taken. Where other options are explored and these options include ill health retirement or dismissal on the ground of lack of capability, the employee will be given reasons in writing and will retain the right to pursue the matter through the usual appeals procedure. Careful consideration will be given to any such proposals and they will be accommodated where possible and proportionate to the needs of the employee's role. Nevertheless, there may be circumstances where it will not be reasonable for WHG to accommodate the suggested adjustments and we will ensure that we provide employees with information as to the basis of our decision not to make any proposed adjustments.

If a disabled employee is unable to continue carrying out existing duties (after any reasonable adjustments have been made), every effort will be made to find suitable alternative role within the Wheatley Group with re-training provided where necessary. This will also apply where an employee becomes disabled during the course of their work.

SECTION D - RECRUITMENT

All vacancies will be considered suitable for disabled applicants, unless there are justifiable restrictions, which prevent such a positive stance being adopted.

The Employment Service has developed the 'Disability Confident' Disability Symbol so that people with disabilities will know which organisations will be positive about their abilities. The WHG uses the symbol, reflecting its commitment to good practice in the treatment of disabled people.

All organisations using the symbol are required to commit: -

- to interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities;

People Services Policy – Wheatley Homes Glasgow - Code of Practice on the Employment of Disabled People

Date live: July 2022

Date last reviewed: October 2022 – Gender Neutral

Date to be reviewed: October 2025

- to ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees what WHG and they can do to ensure that they can develop and use their abilities at work;
- to make every effort when employees become disabled to ensure that they stay in employment with a Wheatley Group organisation;
- to take action to ensure that key members of WHG develop the awareness of disability needed to make the commitments work;
- Each year, to review these commitments and what has been achieved, plan ways to improve them and let all employees know about progress and future plans.

Advertisements inviting people with disabilities to apply for opportunities in WHG will be placed in specialist journals if appropriate. Advice can be obtained from People Services. Before a job opportunity is advertised, an up to date role profile and person specification will be prepared in line with WHG's Policy on the Recruitment and Selection of Staff. Any factors, which unnecessarily debar or limit the appointment of a disabled applicant who otherwise meets the recruitment criteria as contained in the role profile and candidate specification, will be identified, and eliminated, where possible, at this stage.

Where it is not possible to eliminate all restricting factors and a job opportunity is unsuitable for applicants with particular types of disability, People Services must be satisfied as to the validity of the restrictions before the job opportunity is advertised.

Note: -

No recruitment form will be passed for advertising until it has been checked and authorised by the Workforce Planning Team.

SECTION E - SHORTLISTING

Where an application is received from a disabled person, People Services will inform the manager responsible for shortlisting. Should there be any disabled applicant who fails to be shortlisted for interview; the manager will discuss this with People Services before making any arrangements for interview.

Any disabled applicant who meets the minimum criteria for a post is guaranteed an interview. The only exception is where People Services have agreed to the job being unsuitable for applicants with particular types of impairment.

SECTION F - THE INTERVIEW

Candidates invited for interview should be asked if they require any additional arrangements made to enable them to attend or to assist them. During the interview,

People Services Policy – Wheatley Homes Glasgow - Code of Practice on the Employment of Disabled People

Date live: July 2022

Date last reviewed: October 2022 – Gender Neutral

Date to be reviewed: October 2025

the Chair of the panel should outline the systems of support available within WHG and should make a note of any facilities which would be required if the candidate were appointed.

Discussions on the requirements relating to the applicant's disability should not impinge on the time allocated for interview.

SECTION G - RECOMMENDATION FOR APPOINTMENT

Where a disabled candidate has been interviewed and is unsuccessful, prior to any offer of appointment being made, the Chair of the interviewing panel should contact People Services and outline the reasons for the selection decision. The reasons will be recorded in detail on the interview assessment form.

SECTION H - APPOINTMENT TO THE POST

Where a disabled candidate is recommended for appointment, the Chair of the Panel should discuss with People Services any requirements needed by the candidate.

If appropriate, and following discussion with the disabled employee, it may be helpful to advise the line manager and the Health & Safety Department of certain aspects of the employee's condition.

People Services will provide support and guidance to both managers and the disabled employee, as requested, to ensure that any arrangements or equipment are working satisfactorily and that any unforeseen problems are being dealt with in a sensitive way.

SECTION I - CENTRAL REGISTER OF DISABLED APPLICANTS

A central register will be held by Workforce Planning detailing all disabled applicants for externally advertised posts.

SECTION J - LEARNING AND DEVELOPMENT

All managers throughout WHG have responsibility for ensuring that employees receive such training as will enable them to meet the requirements of their roles effectively, and to ensure that they are kept informed of the opportunities available for career development. It is the responsibility of each manager to ensure that all disabled employees have equality of access to training and development.

When nominating a disabled employee to attend a course, managers should advise The Academy at least 4 weeks in advance if possible. The Academy will advise

training providers of any particular access or other requirements and any necessary arrangements e.g., relocation of a course or transcription of material.

Disability Awareness training will be made available for People Services staff and managers to enable them to fulfil their roles effectively.

As part of a programme of Positive Action, Disability Awareness training will be made available to all employees. The training will cover WHG's policies on disability as well as addressing issues associated with disability.

SECTION K - HEALTH AND SAFETY

It is the responsibility of managers to ensure a safe working environment for all employees, and that specific arrangements are made for safe access and egress and fire evacuation for all disabled employees.

Wheatley Groups' Health and Safety department will provide advice on adaptations to equipment, accommodation, or buildings.

SECTION L - CONSULTATION

In line with the requirements of the 'Disability Confident' initiative, WHG will consult on a regular basis with representatives of disabled employees. The purpose of these meetings will be to: -

- improve communication;
- Consult on the effectiveness of WHG's policy with regard to disabled people.

We will undertake to consult with disabled employees at any time, and at least once a year, about their needs; to ensure that they have the opportunity to develop and use their abilities at work.

SECTION M - MONITORING

Monitoring of the effectiveness of WHG's Equal Opportunities Policy and this Code of Practice will be undertaken as outlined below.

Workforce Planning will prepare an Annual Report for submission to the Management Committee detailing: -

- the number of disabled employees in WHG (including information on grade, gender, and ethnicity);
- the variance from the previous calendar year;

- the number of disabled employees who applied for vacancies in the last 12 months (including information on the grade of the job opportunities applied for);
- the number of disabled applicants who were: -
 - short-listed for interview;
 - appointed to posts;
- the number of employees who become disabled during the course of their employment and the action taken;
- What positive action has been taken to increase the number of disabled employees over the last 12 months.

Workforce Planning will also prepare an action plan on disability for the following year, which will include:-

- a target number of disabled people to be employed by WHG by the end of the next 12-month period, together with an indication as to how this will be achieved;
- what action will be taken by WHG to eliminate barriers/improve access for disabled people e.g., increasing accessibility to information/buildings, arranging Disability Awareness training for employees;
- an assessment by WHG of the steps, which it has taken to comply with the provisions of this Code of Practice;
- An analysis will be made on an annual basis, of complaints submitted to Employee Relations under the complaints/grievance procedures to see if any patterns emerge or any changes are required to the provisions of this Code of Practice.

SECTION N - COMPLAINTS

Any employee/applicant, who considers that they have been treated unfairly or discriminated against on the grounds of their disability, may raise a complaint through the agreed procedures for dealing with complaints/ grievances.
