



Commission for Victims and Survivors

Managing Disability Policy

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| Version | 2 |
| Date Approved | 11 May 2015 |
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1. Statement of Policy

- 1.1. The Commission is fully committed to promoting a good and harmonious working environment where every employee is treated with respect and dignity and has equality of opportunity within the workplace.

2. Objectives

- 2.1. The objectives of this policy are to;

- (i) Ensure that people with disabilities have equal opportunities in the workplace
- (ii) Recognise and value the talents of all staff
- (iii) Improve employment prospects for persons with disabilities
- (iv) Promote a safe, accessible and healthy workplace
- (v) Maximize the contribution that workers with disabilities make to the Commission
- (vi) Promote disability awareness (through training, publicity and advice) to reduce stereotypical assumptions and attitudes

3. Implementation

- 3.1. Preparing for Recruitment;

- 3.1.1. The Commission will ensure that job vacancies are available in formats that are accessible to people with different disabilities.

- 3.1.2. Where the Commission uses Recruitment Agencies, it will stipulate the need for practices which attract applications from all qualified candidates.

- 3.2. In considering a candidate with a disability for a specific job, the Commission will be prepared to make reasonable adjustments, if required, to the workplace, workstation and work conditions. These will be planned in consultation with disabled and non-disabled workers and their representatives (where appropriate).

- 3.3. Interviewing and testing;

- 3.3.1. Pre-employment and selection criteria will focus on the specific skills, knowledge and abilities regarded as essential to the functions of the job. Selection criteria and selection tests will be carefully examined to ensure that they do not indirectly exclude persons with disabilities.

- 3.3.2. Employees who sit on interview panels will be trained on how to conduct the interview and selection process appropriately. All interview panels will have at least one person who has been trained in disability awareness.

- 3.3.3. All interviewees will be invited to state in advance any specific needs that they might require in order to participate in the interview.

- 3.4. Employee induction;
 - 3.4.1. The Commission will ensure that all induction information is communicated to employees with disabilities in a format which ensures that they are fully informed.
 - 3.4.2. In offering a job to a candidate with a disability or disabilities, the Commission will discuss any reasonable disability-related adjustments to the work environment, workstation, work schedules or training which are proposed with the candidate.
- 3.5. Career Development;
 - 3.5.1. Workers with disabilities will be afforded equal opportunities with other employees in acquiring the skills and experience necessary to advance their careers. Information will be accessible to employees with different disabilities in the Commission.
 - 3.5.2. The Commission will make reasonable adjustments to internally organised training courses to ensure the maximum participation of persons with disabilities.
 - 3.5.3. The Commission will inform external training providers of any modifications required for disabled candidates.
- 3.6. Review and Appraisal;
 - 3.6.1. The performance appraisal of workers with disabilities will be carried out according to the same criteria as holders of similar jobs.
- 3.7. Job retention;
 - 3.7.1. When existing employees acquire a disability, steps will be taken to enable the employee to retain their employment within the Commission - these will be in consultation with the employee and their medical advisor. Measures include early intervention and referral to appropriate services, gradual resumption of work, consideration of an alternative role, where possible, the use of support and technical advice to identify any opportunities and reasonable adjustments which might be required.
- 3.8. Facilitation of any of the above steps may require training/retraining, the provision of information to supervisors and co-workers, the use of devices and appliances, and so on.
- 3.9. In developing measures for the redeployment of employees with disabilities, the Commission will take into account the occupational preferences of those employees and consult with employee representatives, if necessary.
- 3.10. Adjustments;
 - 3.10.1. In making a request for an adjustment an employee should speak to their Line Manager in the first instance, and the Line Manager should then inform the Head of HR & Corporate Services.

3.11. Accessibility;

- 3.11.1. The Commission will take appropriate steps to improve the accessibility of the work premises to people with different types of disability. This will include signage, manuals, workplace instructions and electronic information.
- 3.11.2. Emergency planning should ensure that employees with disabilities are able to safely and effectively evacuate the workplace to an area of safety.

3.12. Adaptations;

- 3.12.1. In planning adaptations the Commission will consult with the disabled employee and their medical advisor.
- 3.12.2. Adaptations may include the amendment of the employee's role or flexibility in work schedules. This will be done in consultation with the disabled employee and their medical advisor.
- 3.12.3. Performance requirements will be reviewed in consultation with employees with disabilities and their representatives (where appropriate). This will be done at an early stage after recruitment or after an existing employee has acquired a disability.

3.13. Confidentiality of information;

- 3.13.1. With their consent, any relevant information concerning a person's reduced function or impaired health status will be kept in a manner that maintains confidentiality (as per the Data Protection Act 1998).

4. Variation

- 4.1. The Commission reserves the right to vary this Policy as it deems appropriate to include compliance with any legal requirements. The appropriate staff/Union(s) will be notified of any proposed variation and consulted in advance. However in the absence of any agreement, the Commission reserves the right to vary this Policy on 4 weeks notice.