

DISABILITY, CARERS AND AGEISM DISCRIMINATION POLICY

Policy

- Three Dragons fully supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of disability, age or caring responsibilities. No applicant or employee shall receive less favourable treatment because of any of these factors;
- It is in the interest of Three Dragons and those who work for it to ensure that all available human resource talents and skills are considered when employment opportunities arise;
- Three Dragons is committed to maintaining and managing a diverse work force.

Purpose

- To ensure that Three Dragons complies with the Disability Discrimination Act 1995 and to ensure that disabled people falling within the definition of the Act are treated equally and fairly;
- To ensure we recruit and retain the best people for Three Dragons.

Scope

- The Disability Discrimination Policy covers all staff and job applicants. This also covers team members who become disabled during their employment.

Guidelines

- In recruitment and selection, training and promotion, Three Dragons will modify selection techniques, where appropriate, and make any other reasonable changes to ensure that disabled people and carers can be considered equally with non-disabled candidates and those without caring responsibilities;
- Clear job descriptions and person specifications are used (where appropriate) to enhance objective assessments and to ensure that decisions are made solely on objective and job-related criteria;
- Three Dragons will endeavour to give training and guidance to all relevant Staff, to ensure that the risk of possible discriminatory attitudes affecting decisions are minimised and that there is an understanding of the relevant provisions of the Disability Discrimination Act 1995;
- Three Dragons has in place procedures to enable grievances, including those relating to unfair discrimination on grounds of disability, age or caring responsibilities to be formally heard.
- All reasonable and necessary changes will be investigated and any justified; changes will be made to the workplace and to employment arrangements so that older people, disabled people and carers are not at any substantial disadvantage compared to non-disabled people and those without caring responsibilities. This covers all areas of employment, including recruitment, promotion and training;
- Three Dragons will ensure that disabled people, carers and older people will receive equal treatment in training and development, and, where appropriate, will supply additional training;
- A flexible approach will be adopted and, where possible and justified, consideration to reallocation of duties, time off for rehabilitation, assessment or treatment or other appropriate measures to ensure equal opportunity;
- Every endeavour will be made to ensure that contract workers are not discriminated against because of their disability, age or caring responsibilities and Three Dragons

will ensure that any contract workers and other agencies that may be used are aware of this policy;

- Three Dragons actively encourages promotion of this policy in its internal and external recruitment by ensuring that advertisements, job descriptions and person specifications do not discriminate. We welcome applications from disabled people, carers and those over statutory retirement age.
- Three Dragons will ensure that all new employees and associates are aware of this policy as part of their induction and will regularly review and monitor this policy to ensure its implementation and effectiveness.

We will monitor the operation of the policy and review the progress we have made each year, to make sure the policy is achieving its aims.