

DISABILITY POLICY  
FOR THE KNIGHTS GROUP  
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## Disability Policy

### Aims and Context

#### Aims of the Policy

Knights Group is committed to promoting equal Opportunities for all staff regardless of disability. Everyone who has the capability to benefit from working at Knights Group Should have the opportunity to do so. The policy presented in this document is designed to support this commitment, where reasonable and appropriate.

#### Responsibilities

All staff of Knights Group are expected to be aware of this policy and to Abide by its provisions. The Quality Assurance Manager is responsible for ensuring that the policy and legal framework are communicated effectively and are implemented to Department heads.

#### Definition of Disability

Knights Group defines disability for the purposes of the Act as follows:

There must be a mental or physical condition which has a substantial and long-term adverse effect on the employee's ability to carry out normal day-to-day activities. Long-term mean that the condition must last or be likely to last, for more than 12 months.

The applicant's ability to carry out normal day-to-day activities can be adversely affected in one or more of the following ways

- mobility
- manual dexterity
- physical co-ordination
- ability to lift or otherwise move everyday objects
- speech, hearing or eyesight
- memory or ability to concentrate, learn or understand
- Understanding the risk of physical danger.'
- Mental or physical impairment can include:
- sensory impairments, including visual and hearing
- impairments
- learning disabilities/differences, including dyslexia
- mental illness
- severe disfigurements
- cancer
- HIV/Aids
- progressive conditions even at an early stage
- conditions which are characterised by a number of
- cumulative effects such as pain or fatigue
- a past history of disability

## **General Policies**

### **Policies, Procedures, and Activities**

Knights Group shall strive to ensure that in all its policies, procedures and activities, including strategic planning and resource allocation, consideration is given to enabling disabled staff to participate in all aspects of its academic and social life. The implementation of this policy shall be subject to the measure of reasonableness, outlined in section

Knights Group shall invite requests for, and endeavour to provide on request, publicity, programme details and general information in a form that is accessible to people with disabilities. It shall provide for disabled people clear and accurate information in accessible media on the physical environment, and on the human and technical support available.

### **Disclosure, Confidentiality and Data Protection**

Knights Group shall endeavour to develop an environment within which individuals feel able to disclose their disability. Every encouragement and opportunity shall be given to students and staff to disclose any disability that may have a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. Knights Group shall ensure that, as far is possible and reasonable, the needs of disabled staff are not compromised by the competing requirements of the Data Protection Act 1998 and its responsibilities under the Disability Discrimination Act. Knights Group shall maintain sensitive personal information securely and shall require explicit, informed and written consent to allow it to process such information.

### **Health and Safety, and Access to Facilities**

Knights Group shall ensure that, as far as is reasonably possible, disabled staff have access to the physical environment in which they work, and can take part in the academic and social life of the company. Where appropriate, personal emergency evacuation plans shall be established for employees and regular visitors with known disabilities.

### **Monitoring and Evaluation**

All committees of Knights Group shall monitor and review the operation of this policy within their remit at least once a year.

## **Policies Specific to Staff**

### **General Statement**

Knights Group shall try to accommodate the needs of staff with disabilities by making reasonable adjustments to the workplace and to working arrangements. This applies to all aspects of employment, including recruitment and selection, induction, probation, staff development, promotion, and disciplinary or grievance procedures. Knights Group shall consult disabled employees and applicants regarding reasonable adjustments to their recruitment process and working arrangements. It shall raise awareness of disability among its staff.

### **Recruitment**

Knights Group welcome applications from candidates with disabilities. It shall encourage applicants to provide information on any practical requirements for application and interview arrangements. It shall consider making supportive arrangements during the recruitment process, appropriate to the requirements of an applicant. These may include:

- Provision of details of the vacancy in an alternative format
- Ensuring ease of accessibility to the interview room and building
- Provision of a signer, interpreter or assistant at interview
- Provision of additional aids or equipment for use in assessment tests or the interview

The candidate's CV shall first be considered independently of any disability issues. When applicants are invited to interview they shall be asked whether they have any disability, which may require adjustments to be made at the interview. Once a post is offered, the candidate will be invited to disclose any disability, which may require reasonable adjustments to be made in the workplace.

### **Training, Induction and Support**

Individuals with a disability who are offered an appointment shall be asked whether there is anything that their new colleagues should be made aware of. Opportunities to raise issues that arise in relation to disability shall be available and made explicit to all staff.

All new employees shall be made aware of the companies disability policy as part of their induction process. Opportunities to develop awareness of disability-related issues shall be provided to all employees according to need.

## **Disability arising during employment**

Knights Group shall seek to adjust the working environment of any employee who becomes disabled. If such adjustment is not possible or reasonable. Knights Group shall discuss and negotiate redeployment with the employee.

If, however, Knights Group finds that an employee is absent for long periods relating to their disability, and it is no longer possible for the employee to perform the main elements of his/her job or to redeploy him/her, the procedure for dealing with long-term absences shall be followed. If such arrangements are not practical or reasonable and all other avenues have been exhausted, Knights Group will have no other option but to proceed to dismissal on the grounds of permanent ill-health.

## **Working Environment**

Knights Group shall consider reasonable adjustments to the working environment, including the following:

- Adjustment to the premises or to the disabled person's workplace, including where necessary, the provision of special equipment.
- Provision of assistive tools.
- Assigning a disabled person to a different location of work
- Redeployment to a suitable alternative post if no reasonable
- adjustment to current working arrangements or premises is possible. This may involve retraining the employee.
- Adjustment to working hours and schedules to accommodate
- additional requirements, such as overcoming fatigue or accommodating travel arrangements.
- Allowing reasonable amount of time off for remedial therapy and assessment in connection with the disability.
- Liaising with outside agencies, such as Access to Work

## **Grievances**

Knights Group shall deal with all grievances, including matters arising directly or indirectly from disability, by following the same guidelines that apply for other complaints within the Company.