

Disability Policy

WHAT THIS POLICY COVERS

A disability within the meaning of this policy includes any physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities, such as: mobility, manual dexterity, lifting, hearing, eyesight, speech, memory, and the ability to concentrate, learn, or understand.

Disabled people are not only those whose disability is immediately obvious, e.g. visually impaired or those who use wheelchairs. Many disabilities which may affect employment are not obvious, for example heart problems, mental illness, asthma, arthritis, epilepsy or hearing impairments.

EQUAL OPPORTUNITIES

Anexsys is committed to equal opportunities in employment. It will treat applications from disabled people, within the constraints of legitimate job requirements, in the same way as those from persons without a disability. It will make every effort to recruit disabled employees, by ensuring that job adverts are non-discriminatory, offering alternative formats of job information and application forms and ensuring that interview settings are accessible with adjustments being made wherever reasonable.

Anexsys will endeavour to find out whether job applicants require any reasonable adjustments to be made prior to the interview as a result of a disability and likewise job applicants should make it known before they come for interview if they have any disability which would require special arrangements to be made at interview. The firm will comply with those requirements where it is possible and reasonable to do so.

During the recruitment process, job applicants will not be asked questions relating to health or disability prior to the offering of a job, except in the following certain circumstances:

- To ascertain whether any reasonable adjustments need to be made for the recruitment process
- To decide whether an applicant can carry out a task which is intrinsic or absolutely fundamental to the job
- To monitor diversity among applicants
- To carry out a positive action to assist disabled people, such as improving disabled people's employment rates
- To ascertain that the applicant has a specific impairment that is a genuine occupational requirement for a particular job
- To ask questions relating to a requirement to vet applicants for the purposes of

national security

Once the applicant has been offered the job appropriate health and disability-related questions may be asked, regardless of whether the offer that has been made is conditional or unconditional.

The purpose of not asking questions about health or disability is to make sure that all job applicants are looked at properly to see if they can do the job in question, and not ruled out because of issues relating to or arising from their health or disability.

Anexsys will provide support for disabled employees within the firm, with the assistance of external agencies where appropriate, to enable them to work to maximum effect within any limits imposed by their disability. Anexsys will not tolerate any disabled employee being treated less favourably than another by other employees because they have or are perceived to have a disability or associate with a person who has a disability.

Anexsys will not discriminate against any person because they have or are perceived to have a disability, or associate with a person who has a disability by treating that person less favourably than it would or does treat any other member of staff for a reason relating to that person's disability, unless it can be shown that this treatment is justified.

Where Anexsys knows of a person's disability it will not discriminate against that person by treating them unfavourably because of something arising in consequence of their disability (e.g. a tendency to make spelling mistakes arising from dyslexia).

Anexsys will not discriminate against any group of disabled persons by having a condition, rule, policy or practice that applies to everyone in the firm but disadvantages disabled persons, unless it can be shown that the condition, rule, policy or practice is a proportionate means of achieving a legitimate aim.

ADJUSTMENTS

Anexsys will make every effort to make reasonable adjustments in relation to the disabled person, unless it can be shown that such adjustment is not justified.

Adjustments may include:

- Reallocation of duties
- Adjustments/alterations to premises
- Transferring staff to other available vacancies
- Altering working hours
- Changing place of work
- Modifying equipment

Anexsys will take into account; practicalities of the adjustment, financial considerations,

disruption of activities and other funding arrangements, when considering an adjustment. Specific adjustments which may be appropriate are as follows:

- Widening a door-way which is too narrow for a wheel-chair user
- Increasing the lighting for someone with restricted vision
- Changing starting and finishing times for individuals with mobility problems
- Allocating a car parking space close to the working location for an individual with an adapted car
- Time off work for medical treatment
- Providing an adapted keyboard or telephone

Should any person with a disability feel that they have been discriminated against, or that reasonable adjustments have not been made when requested, they are invited to follow the Company Grievance Procedure.

Employees should feel free to approach a senior member of staff who they are comfortable with at any other time to discuss a disability that they have.