



POLICY ON EMPLOYING PEOPLE WITH A DISABILITY

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Haines Business Systems Ltd
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Introduction

This company is committed to equal opportunities in all its employment practices. We are strongly committed to the development and implementation, wherever possible and practicable, of improved measures to promote and support the employment of people with disabilities. Wherever possible, we will aim to place people with disabilities in jobs that are matched to their skills, abilities and experience and to ensure that they are not disadvantaged by their disabilities. We will do our best to enable staff with disabilities to make the fullest and most positive contribution possible to the working life of the company.

We aim to create a working environment in which differences are respected and in which people – employees, clients, customers and suppliers – are valued as individuals. It is our stated intention that no current employee or job applicant be treated more or less favourably on the grounds of disability. We will ensure that all HR policies and procedures reflect this position, and that they are fair and equitable and carried out in accordance with the law.

We strongly hold to the principle that people with disabilities have the potential to contribute equally to our company's objectives and that we manage disability issues in accordance with HR best practice.

All appointments to this company will be based on merit and a fair and open competitive appointments process. We do not hold the view that we should put in place quotas in relation to the number of employees with a disability, but we will ensure that any applicant to a vacancy has an equal opportunity to be appointed.

Definition of Disability

For the purpose of this policy document, a disability is considered as such in the following terms:

- The total or partial absence of a person's bodily or mental functions, including the absence ...