




POLICY DOCUMENT

Title:	Disability Discrimination Policy		
Date:	August 2010	Review Date:	August 2011
Scope:	All Employees		
Statement:	<p>IOMA Clothing and its employees are required not to discriminate against any person with a disability in the field of employment and in the provisions of goods, facilities and services.</p> <p>Employees are expected to behave in a non-discriminatory manner towards both the public and colleagues with disabilities. Employees have the right to work in an environment free from discrimination. It is the duty of Managers to implement the policy and all employees are expected to comply. All employees will be made aware of this Policy during their Induction Training.</p>		
Recruitment:	<p>Applications for employment from any person with a disability are welcomed and must be fully and fairly considered, having regard to their aptitudes and abilities, in relation to the necessary requirements of positions being filled. Particular care will be taken in drawing up Job Descriptions and Person Specifications to ensure that certain job requirements do not inadvertently exclude people with disabilities. Selection criteria will be strictly related to the needs of the job. Where necessary, special interview and selection arrangements will be provided to the disabled candidate.</p> <p>IOMA Clothing acknowledges that the unique problems of disabled employees may require special arrangements to enable them to effectively fulfill their duties. Every effort will be made to provide a suitable working environment for our disabled employees wherever this is practicable. In doing this we may call upon the help of specialist organisations who can provide advice and assistance on adaptations to premises, special aids equipment etc.</p>		
Training:	IOMA Clothing aims to ensure that employees with disabilities are given access to training opportunities on a basis equal to other employees. We recognise that it is important that employees with disabilities are not denied opportunities for training, extra responsibility or more demanding work.		
Harassment and Victimization:	Any employee who harasses or victimises any other employee or client on the grounds of disability will be subject to disciplinary action. In serious cases such behaviour will be deemed to constitute gross misconduct.		

Employees that become disabled:	<p>Support will be given to an employee who finds themselves unable to work under the arrangements they were initially employed due to disability.</p> <p>Where practicable, alternative work arrangements will be considered suitable to their experience and abilities e.g. restructuring the job, job share or other flexible work arrangements and redeployment.</p>
Definition:	<p>Discrimination occurs when:</p> <ul style="list-style-type: none"> • For a reason relating to the disability. • Disabled person is treated less favourably than a person to whom that reason does not apply. • Without justification. <p>Disability is defined as:</p> <ul style="list-style-type: none"> • A physical or mental impairment, which has a substantial and long-term effect on ability to carry out normal day to day activities. <p>Physical or mental impairment is defined as:</p> <ul style="list-style-type: none"> • Clinically well recognised illness. • Excludes addictions and various personality and social disorders. • Includes disfigurement. <p>Substantial is defined as:</p>

	<ul style="list-style-type: none"> • The time taken to carry out an activity. • The way in which an activity is carried out . • The cumulative effects of an impairment. • Effects of behaviour. • Effects of the environment. <p>Long Term Effect is defined as:</p> <ul style="list-style-type: none"> • It has lasted for twelve months. • Likely to be twelve months. • Rest of the life of the person affected. <p>Normal Day to Day Activities are defined as:</p> <ul style="list-style-type: none"> • Mobility. • Manual dexterity. • Physical co ordination. • Continence. • Ability to lift, carry or otherwise move everyday objects. • Speech, hearing or eyesight. • Memory or ability to concentrate, learn or understand. • Perception of risks of physical danger. <p>Employment is defined as</p> <ul style="list-style-type: none"> • Employment under a contract of service. • Or apprenticeship. • Or a contract which leads to employment.
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Responsibilities:	IOMA Clothing will ensure that all its employees and users of its facilities are made aware of the legal obligations and rights covered by the Disability Discrimination legislation.		
Status of Policy:	The Company reserves the right to depart from this policy where circumstances demand it and to review and vary this policy from time to time.		
Signed:	<p>Paul Levinson</p>  <p>Director</p>	Dated:	August 2010