



Clearwater DC 2001 Ltd fully supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of disability. No applicant or employee employed by Clearwater shall receive less favourable treatment because of disability.

It is in the interest of Clearwater and those who work for it to ensure that all available human resource talents and skills are considered when employment opportunities arise.

Clearwater DC 2001 Ltd is committed to maintaining and managing a diverse work force.

### **Purpose**

- To ensure that Clearwater DC 2001 Ltd complies with the Disability Discrimination Act and to ensure that disabled people falling within the definition of the Act are treated equally and fairly
- To ensure that Clearwater DC 2001 Ltd recruits and retains the best people.

### **Scope**

The Disability Discrimination Policy covers all employees and job applicants. This also covers employees who become disabled during their employment. Where relevant it also covers staff employed by outside agencies working for Clearwater DC 2001 Ltd or on Clearwater DC 2001 Ltd premises.

All employees and applicants will also be made aware of this Disability Discrimination Policy.

### **Policy Guidelines**

Recruitment, training and promotion are carried out in line with Clearwater DC 2001 Ltd HR procedures. Clear job descriptions are used to enhance objective assessments and to ensure that decisions are made solely on objective and job related criteria.

Clearwater DC 2001 Ltd will endeavour to give training and guidance to all relevant employees, 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.

Clearwater DC 2001 Ltd operates a Grievance Procedure to enable grievances, including those relating to unfair discrimination on grounds of disability, 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 disabled people are not at any substantial disadvantage compared to non-disabled people. This covers all areas of employment, including recruitment, promotion and training.

In recruitment and selection, Clearwater DC 2001 Ltd will modify selection techniques, where appropriate, and make any other reasonable changes to ensure that disabled people can be considered equally with non-disabled candidates.

Clearwater DC 2001 Ltd will ensure that disabled 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 third parties employed by Clearwater DC 2001 Ltd are not discriminated against because of their disability and will ensure that any third parties employed by Clearwater DC 2001 Ltd are aware of this policy.

Clearwater DC 2001 Ltd actively encourages promotion of this policy in its internal and external recruitment by ensuring that advertisements and job descriptions do not discriminate. Clearwater DC 2001 Ltd welcomes applications from disabled people.

Clearwater DC 2001 Ltd will ensure that all new employees are aware of this policy as part of their induction and will regularly review and monitor this policy to ensure its implementation and effectiveness.

This policy is issued, reviewed at least annually and maintained by the HR Manager, who also provides advice and guidance on its implementation and ensures compliance. All Clearwater DC 2001 Ltd employees shall comply with this policy.

Signed

Murray Pitcairn  
Managing Director

Date: 10/01/2022  
Review Date: 10/01/2023