

## Reasonable Adjustment Policy Statement

J Breheny Contractors Ltd recognises that it has clear obligations towards all its employees and the community at large to ensure that people with disabilities are afforded equal opportunities to enter employment and progress within the Company. In addition to complying with the requirements of the Disability Discrimination Act 1995, J Breheny Contractors Ltd will follow procedures designed to provide for fair consideration and selection of disabled applicants and to satisfy their training and career development needs. When an employee becomes disabled in the course of his/her employment, reasonable steps will be taken to accommodate his/her disability by considering adjustments to working practices and arrangements, or by considering redeployment and appropriate retraining to enable him or her to remain in employment with the Company wherever reasonably possible.

If all reasonable adjustments have been considered and it is apparent that the employee cannot realistically continue in employment, a decision to dismiss may be taken only by a director of the Company following consultation with the employee, his or her representative and in conjunction with medical advice.

This Policy is to be reviewed no later than 31<sup>st</sup> December 2010.



JNE Breheny  
Chairman and Chief Executive  
December 2009



BREHENY  
CIVIL ENGINEERING

## **Reasonable Adjustment Policy Procedure**

### **Statutory Requirements**

1. The law imposes an obligation on the Company not to discriminate against disabled people on grounds relating to their disability. The Company's policy is to comply with those statutory obligations.

### **Recruitment and Selection**

1. The HR department, in consultation with relevant line managers, will ensure that:
  - i. All job descriptions/personnel specifications and recruitment advertisements are drafted in such a way as to make clear which are the essential requirements of the position and consideration will be given to making reasonable adjustments to job descriptions/personnel specifications to accommodate the needs of people with disabilities
  - ii. The organisation's equal opportunity policy is referenced in all recruitment advertising.
2. Providing the manager responsible for recruitment has been made aware that a job applicant has a disability, he or she must inform the reception desk and other relevant employees when the person is expected for interview and provide instructions on how he or she should be assisted.
3. A risk assessment will be undertaken before any disabled person begins work and, where doubts exist over a disabled person's ability to perform the full duties of the job concerned, a trial period may be offered after consultation with the HR department. A copy of the risk assessment will be kept on the employee's file.
4. Where adaptation of premises is required to enable a disabled person to take up employment, the matter should be discussed with the HR department who may liaise with the Disablement Advisory Service where appropriate.
5. In cases where advice is needed on a medical condition or on the safety implications of recruiting a disabled employee, the HR department will contact the Employment Medical Advisory Service or occupational health service for guidance.

### **During Employment**

1. Where special steps need to be taken to ensure health and safety of any employee, members of the department concerned, together with safety and other employee representatives, will be informed by a representative of the HR department.
  2. Training and promotion opportunities must be available to all, regardless of disability. The HR department is responsible for monitoring the application of the Equal Opportunity Policy throughout employment. An extended trial period may be offered to a disabled employee on transfer or promotion where considered appropriate by the line manager in consultation with the HR department.
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## **Disabilities Arising During Employment**

1. When an employee becomes incapable of carrying out his or her normal duties because of a disability, consideration must be given to reasonable adjustments to the job and working conditions, redeployment and retraining.
2. Where necessary, the HR department will arrange through the Disablement Advisory Service or an occupational health service for an employee's capabilities to be assessed with a view to identifying suitable alternative work for that individual or making reasonable adjustments.

## **Termination of Employment**

1. Capability: where an employee's performance falls to an unacceptably low standard through a deterioration in his or her health or fitness caused by a disability, the HR department, together with the line manager and employee concerned, will:
  - i. Explore the possibility of adjusting the job to allow continuation of employment
  - ii. Consider alternative employment.

If, having considered the above options, it is apparent that the employee cannot realistically continue in employment, a decision to dismiss may be taken only by a director of the Company following consultation with the employee, his or her representative and in conjunction with medical advice. Prior to any dismissal the Company will consider the duty to make reasonable adjustments in respect of disabled employees. A disabled employee will not be selected for redundancy on the grounds of his or her disability.

## **Employee Representatives**

1. Employee representatives, alongside management, have responsibilities for ensuring that the Company's policy is fairly and consistently applied.
  2. The Company's policy and procedures concerning the employment of disabled people will be reviewed from time to time and discussed in any joint consultative meetings.
  3. Literature on specific disabilities is available from the HR department and employee representatives are requested to assist in the dissemination of information to the work force.
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