

## ***Disability Inclusion Policy***

### **1. Introduction**

Clark Executive Ltd and Clark Recruitment Ltd (Clark) is fully committed to a policy of equality of opportunity and treatment of all staff through its employment practices.

We value the ability and individuality of both employees and service users with disabilities by providing each individual with the opportunities required to maximise their potential within our organisation.

The purpose of this disability inclusion policy is to provide a clear statement in relation to employees with disabilities and provide guidance in relation to recruitment, employment, training, development, and promotional opportunities. This policy also applies to visitors to our premises in capacities relating to service use, business use and other related forms.

This disability inclusion policy should be read in conjunction with our Equal Status Policy.

### **2. Policy Statement**

Clark policy is to develop and sustain proactive measures to encourage the recruitment, development and retention of people with disabilities and to make every effort to ensure the continued employment of any employee who acquires a disability while employed by Clark.

We commit to full inclusion of people with disabilities within our organisation by striving to provide a service which is accessible to all people, regardless of their ability.

We recognise our obligations under the Employment Equality Acts 1998 – 2015, the Equal Status Acts 2000 – 2015 and the United Nations Convention on the Rights of Persons with Disabilities (UN CRPD) and commit to a best practice implementation of relevant legislation.

We aim to achieve full disability inclusion by continually reviewing our approach to disability in our workplace and by linking in with relevant third parties who offer support and expertise in this area.

### 3. Definition of Disability

According to the Disability Act 2005 'Disability' means a substantial restriction in the capacity of the person to carry on a profession, business or occupation in the State or to participate in social or cultural life in the State by reason of an enduring physical, sensory, mental health or intellectual impairment.

We recognise that disability is a wide-ranging area and encompasses a diverse number of conditions including non-visual disabilities. We recognise that an impairment which is enduring over an extended period may be recognised as a disability.

### 4. Recruitment

Clark actively encourages applications from people with disabilities for all positions advertised, as they arise.

At Clark we believe our progressive values define the working environment we strive to create. We actively promote a culture which embraces diversity and recognise the value in different perspectives, insights, backgrounds and experiences. As an inclusive employer, Clark wants to see every candidate/employee performing to the best of their ability.

We ensure candidates with disabilities are provided reasonable accommodations during the job application and interview processes and we make every effort to demonstrate this clearly in all job advertisements.

Job advertisements, job descriptions and person specifications will be reviewed internally to ensure that they do not disadvantage candidates with disabilities.

Personnel involved in the recruitment process will be trained in disability awareness. Interviews will be conducted in a manner that emphasises candidate's abilities relevant to the role advertised. Questions relating to a candidate's disability will solely be restricted to areas relevant to the job advertised. Interviewers will not make assumptions about an individual's ability to perform core and non-core duties of the role advertised during the pre-interview, interview or post-interview stages.

Any external agency retained to assist in our recruitment process will be made aware of Clark Disability Policy. We endeavour to only engage third party agencies who adhere to our standard of practice relating to disability inclusion.

## 5. Employee induction/integration

At Clark we recognise that some people with disabilities may encounter additional difficulties in adjusting to a new workplace. Particular time and attention will be given to ensuring an effective integration of new employees with disabilities, monitoring their performance in the initial stages of employment and altering the working environment if required, providing this does not result in a disproportionate burden to Clark. This is part of our recognition of responsibility under best practice Reasonable Accommodations.

If relevant to the competent performance of the role, managers of employees with disabilities may be informed of the employee's circumstances. This will be done with full knowledge of the employee who will also have a full input into the delivery of this personal information. It will be done in an empathetic and professional manner.

## 6. Career Progression

Employees with disabilities will be given the same opportunities as all other employees to acquire the range of skills and experience necessary for future career development. Every effort will be made to ensure equal access to training and development, as far as is reasonably practicable.

Employees with disabilities will be encouraged to apply for promotion in accordance with our equal status policy.

In line with recognition of our obligations under Employment Equality legislation, employees with disabilities will not be excluded from promotion solely because their disability may prevent them from carrying out the full scope of duties in the role advertised.

## 7. Retention of employees who acquire a disability

At Clark we recognise that losing the services of an employee who acquires a disability will deprive our business of a considerable asset and investment in terms of their skills, experience, training, loyalty and commitment. Any employee who becomes disabled will be given the fullest support to maintain or return to a role appropriate to their experience and abilities. All reasonable accommodations will be reviewed involving all stakeholders, strongly valuing the input from the employee with a disability. We commit to fully engaging the employee at all stages of the review process and will make every effort to ensure continued employment of valued members of staff.

## 8. Training

We recognise the importance of Disability Awareness training for staff at Clark. We therefore endeavour to train our employees in this area with an aim to reducing the disability knowledge gap which exists in Irish workplaces. We believe staff trained in disability awareness will bring greater understanding of this hugely diverse group to Clark.

## 9. Reasonable Accommodation Passport

Reasonable Accommodation Passports are records of accommodations held by a worker who has a disability, impairment or a health condition. This is a 'live' document which has been agreed between an employee with a disability and their manager relating to any agreed accommodations which have been made to how they perform various core and non-core duties of their job.

At Clark, we recognise that Reasonable Accommodation Passports ensure a fairer working life for our employees with disabilities. Passports clearly set out what accommodations have been agreed between the disabled employee and their line manager. If the employee moves to a new position within Clark, or if their direct line manager moves on, the employee will not have to re-explain circumstances or renegotiate their accommodations.

If an employee's manager moves to a new position the passport will only be shared with the new manager once written permission has been received from the employee.

As passports are 'live' documents we endeavour to perform a review every 6 months. This is in recognition of the fact that personal circumstances may change for the employee. If, during a review, it is found that current circumstances are not effective we commit to looking at changes, as far as is reasonably practicable.

## 10. General Accessibility

At Clark we are fully committed to ensuring our workplace, facilities and website are accessible to employees and service users with disabilities, as far as is reasonably practicable. We are continually striving to ensure a best practice adherence to accessibility and are always ready to consider any further accommodations and/or adjustments that will assist Clark to achieve this aim more effectively.



## 11. Health & Safety

All provisions relating to the welfare of employees of Clark are equally applicable to our valued employees with disabilities. This is in line with our obligations under the Safety, Health & Welfare at Work Act 2005.

All places of work will be designed and maintained in a condition that is, so far as is reasonably practicable, safe and without risk to the safety and health of all employees, with safe means of access and egress. For employees with disabilities, Clark will arrange a clearly articulated well practised egress plan to evacuate people with disabilities from buildings in case of emergency. This will be done in full consultation with relevant employees with a disability.

It is recommended that employees with disabilities, who may need assistance in the event of an evacuation, must make this known to a nominated senior member of staff responsible for their area. This member of staff will consult with employees in the area to determine what special measures may be required.

## 12. Internal Communications:

At Clark we endeavour to ensure all company literature such as newsletters, company documents, policy statements, handouts etc. will be accessible for employees who have such accessibility requirements.

Information provided to employees will be comprehensively reviewed to ensure equality of opportunity for employees with disabilities.

## 13. Buildings/Premises:

At Clark, in line with our obligations of Part M of the Building Regulations 2010, when undertaking any significant structural alteration or renovation of existing buildings, will in so far as is reasonably practicable, include in the works all efforts to ensure full accessibility for employees and service users with a disability.

## 14. Car Parking:

Accessible car parking spaces will be reserved for disabled drivers, where possible, close to our buildings. Every effort is made to ensure full accessibility of premises for employees and service users with disabilities, in so far as is reasonably practicable.

## 15. Feedback/Complaints

Comments and suggestions regarding this Disability Policy may be addressed to:

Name: Stephen Farrell-O'Callaghan  
Job Title: Director  
Email: stephen@clark.ie  
Phone Number: 0860267022/045 881888

Complaints in relation to recruitment of people with disabilities will be addressed in the first instance to:

Name: Stephen Farrell-O'Callaghan  
Job Title: Director  
Email: stephen@clark.ie  
Phone Number: 0860267022/045 881888

All enquiries and questions on disability should be addressed to:

Name: Stephen Farrell-O'Callaghan  
Job Title: Director  
Email: stephen@clark.ie  
Phone Number: 0860267022/045 881888

A nominated Access Officer will be available who will provide a confidential support role for employees with a disability:

Name: Stephen Farrell-O'Callaghan  
Job Title: Director  
Email: stephen@clark.ie  
Phone Number: 0860267022/045 881888

All aspects of this Disability Inclusion Policy will be monitored and reviewed annually. Comments from all employees are always welcome.