

Disability Policy

PRINCIPLES

UPGRADE ME TRAINING will treat all employees with dignity and respect and will provide an environment for learning and working that is free from unlawful discrimination, harassment, bullying and victimisation.

The Company is committed to an Equal Opportunities Policy and recognises the importance and value of diversity. It recognizes its social, moral and statutory duty to admit and employ people with disabilities, and will do all that is practicable to meet this requirement responsibility.

The Company wishes to be an organisation that is recognised by the community for good employment opportunities. It wants individuals who apply to be confident that they will receive fair treatment and be considered on their ability to do the job.

UPGRADE ME TRAINING employment policies aim to ensure that people with disabilities receive treatment that is fair, equitable and consistent with their skills and abilities. Similarly, the Company admits students to the available places on its courses based on their academic ability and motivation, whilst recognising the particular achievements of disabled students who have reached this stage.

UPGRADE ME TRAINING will make every effort, if an existing employee becomes disabled, to retrain and retain them wherever practicable.

LEGISLATION

The Equality Act 2010 was introduced to harmonise and replace previous legislation, such as the Disability Discrimination Act 2005. The Equality Act has strengthened particular aspects of equality law, and in particular, disabilities. For instance, new categories of discrimination have been introduced, see point 16 below.

The Equality Act has made it easier for a person to show that they are disabled and protected from discrimination. The Act puts a duty on UPGRADE ME TRAINING to make reasonable adjustments for staff to help them overcome disadvantage resulting from an impairment.

The Equality Act takes the approach that employers and service providers must look specifically at the particular person's disability and identify how, if practicable, they can ensure that the disabled person is treated as favourably as everybody else. The law is in place to promote equal rights and fair treatment.

Reviewed Date: 20/10/2023	Next Review: 21/10/2023
Checked By: Ozan Elmaz	Signed: <i>Ozan Elmaz</i>

DEFINITION OF DISABILITY

Under the Act a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. This would include such things as using a telephone, reading a book, or using public transport.

DISCRIMINATION AND EXCLUSION

Discrimination against disabled applicants or staff can take place in the following ways:

Direct Discrimination: An individual is treated less favourably than another because of a disability.

Indirect Discrimination: When a rule or policy that applies to the majority but disadvantages someone with a protected characteristic (disability).

Discrimination by Association: Direct discrimination against someone because they associate with another person who has a disability.

Discrimination by Perception: Direct discrimination against an individual because the others think they possess a particular protected characteristic, e.g. disability.

Harassment: Many people with disabilities experience harassment at work. At UPGRADE ME TRAINING harassment will not be tolerated and every reasonable step will be taken to deal with it. Any refusal to work with people because of their disability is unacceptable and will not be tolerated. Staff can complain of behaviour they find offensive even if it is not directed at them, for example, if they believe the harassment or treatment of another has created a hostile environment.

Victimisation: When a staff member is treated badly because they have made, or supported a complaint or grievance, under the Equality Act:

- by treating them 'less favourably' than other people, or
- by failing to make a 'reasonable adjustment' compared with other people for a reason relating to their disability.

Discrimination is often unintentional and can arise from:

- assumptions and stereotypes
- prejudice or fear
- lack of understanding and information
- low expectations
- lack of direct contact with disabled people
- inaccessible environments
- lack of appropriate aids, services and adjustments which make something accessible
- inflexible practices and procedures

DISCLOSURE

As many disabilities are not obvious UPGRADE ME TRAINING has to rely on the staff member or applicant making a disclosure about their disability. It is understood individuals are often reluctant to do this because they fear discrimination, and feel it is not relevant in respect of being able to do the job. However, if staff or applicants know about UPGRADE ME TRAINING disability policy and in particular our willingness to make reasonable adjustments, they will be much more inclined to disclose, including invisible disabilities.

Disclosure can be beneficial for the following reasons:

- the stress of not divulging a disability can exacerbate the person's difficulties at work or study;
- the employee and manager, or tutor and student, can together determine what adjustments, if any, would maintain or improve working conditions;
- the support of fellow workers can be enlisted.

CONFIDENTIALITY

Under legislation it is imperative that we safeguard the confidentiality of personal and medical information. When a person's disability status is known, all unnecessary and potentially damaging disclosures will be avoided. Disclosure will only occur:

- with the explicit consent of the individual
- when it helps to facilitate the person's ability to do the job
- if it is absolutely necessary within the law

The applicant or employee will always be informed about the purposes for which the personal information will be used.

ROLES AND RESPONSIBILITIES

Heads of Departments/Divisions, and all those in managerial positions have a particular responsibility to ensure implementation of the Companies Equal Opportunity policies and procedures.

Every individual working within the Company has responsibilities under the Equality Act 2010. The Company has a responsibility to avoid discrimination in the areas of:

- recruitment
- training and development
- career development
- redundancy and dismissal
- day to day working life

Everyone working for UPGRADE ME TRAINING, and those responsible for procuring services for the Company, are responsible for ensuring that non-discriminatory policies and procedures are in place in order to avoid discrimination against disabled staff, clients and visitors.

In addition, all staff have a responsibility to avoid, and to challenge the victimisation or harassment of disabled people.

Reviewed Date: 20/10/2023	Next Review: 21/10/2023
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If any member of staff believes they have been treated in a way that is contrary to this policy, concerns should be raised with someone in authority who is in a position to take appropriate action, e.g. a senior manager

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