



POL/011

Integrated Management System

Last Review: 12<sup>th</sup> May 25

Next review: 12<sup>th</sup> May 26

## **Disability Discrimination Policy**

H&M Security Services Ltd and its employees are required not to discriminate against the disabled in the field of employment and in the provisions of goods, facilities and services.

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.

Discrimination in the field of employment and in the provision of goods, facilities and services is unlawful under the Equality Act 2010.

It is our policy to interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.

It is the policy of H&M Security Services Ltd not to discriminate against disabled persons in recruitment. Applications for employment from disabled people 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 are provided to the disabled candidate.

H&M Security Services Ltd 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 organizations who can provide advice and assistance on adaptations to premises, special aid equipment etc.

All employees shall be issued a copy of the Disability Discrimination Policy at induction into H&M Security Services Ltd.

New employees will be encouraged to discuss with their Line Manager any problems which could arise as a result of their disability. Agreement should then be reached on any action which may need to be taken.

Disabled employees will be paid at the same rate and enjoy terms and conditions of employment identical to those of employees on the same grade. The exception to this rule is where it may suit an individual to have special arrangements.

H&M Security Services Ltd aims to ensure that employees with disabilities are given access to Career Development opportunities on a basis equal to other H&M Security Services employees. We recognize that it is important that employees with disabilities are not denied opportunities for training, extra responsibility or more demanding work because of pre-conceived ideas about limitations imposed by their disability.

The development of employees with disabilities will be based on a realistic assessment of their ability, with specialist advice where appropriate. Managers will be encouraged to address changes in the needs of a disabled employee with the employee annually.



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Every effort will be made to retain the services of employees who become disabled, making use of the help that is available from the Disability Advisory Service, the local Occupational Health Department and other relevant agencies.

Maximum support will be given to an employee who finds himself/herself unable to work under the arrangements they were initially employed due to disability. Where practicable, alternative work arrangements will be considered suitable for their experience and abilities e.g. restructuring the job, job share or other flexible work arrangements and redeployment.

Any employee who harasses or victimises any other employee or client on the grounds of disability will be subject to the H&M Security Services disciplinary processes. In serious cases such behavior will be deemed to constitute gross misconduct and, as such, will result in summary dismissal in the absence of mitigating circumstances.

The ultimate responsibility for this policy lies with the Managing Director who ensures that it is given and retains the highest of priorities. This policy and its implementation will be reviewed at least annually and updated as required.

Signed by:

A handwritten signature in black ink, appearing to read 'Ian Henderson', written over a horizontal dotted line.

**Ian Henderson**  
**Managing Director**  
**H&M Security Services Ltd**