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| **POLICY STATEMENT**  **Objectives**  It is the policy of Total-Cleaning.Com to provide equal opportunities for disabled persons in recruitment, promotion and training:  To ensure that all staff are aware of the Companies policy on the employment of disabled persons;  To ensure that where possible disabled persons are provided with equipment and facilities to enable them to carry out their duties  To provide a safe working environment for disabled staff;  To ensure that the special needs of disabled staff, arising directly or indirectly because of their work, are met.  Approved By: Euan Oattes Date: 01.08.2022  Signed: Euan D. Oattes Revision: 01.08.2023  **Recruitment**  Every Company vacancy will be open to suitably qualified disabled persons subject to safety considerations;  All vacancies will be notified to the local Disability Employment Advisor in the Jobcentre connected with people with disabilities, and will contain a statement that suitably qualified persons will be considered.  **Duties and working conditions**  The duties and responsibilities of disabled employees will be reviewed periodically in the light of any changes in their condition.  **Training**  Disabled employees will be given full and fair consideration for inclusion in training programmes.  **Rehabilitation**  If a disabled employee is unable to continue carrying out existing duties every effort will be made to find suitable alternative employment within the Company with re-training being provided if necessary. (This would automatically apply to other Company employees who become disabled.)  (The services of a Disability Employment Adviser will be sought to help disabled employees) |