

## **DISABILITY AND DISCRIMINATION POLICY STATEMENT**

### **POLICY**

Powerserve UK Limited fully supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of disability. No applicant or employee shall receive less favourable treatment because of disability.

It is in the interest of Powerserve UK Limited and those who work for it to ensure that all available human resource talents and skills are considered when employment opportunities arise. Powerserve UK Limited is committed to maintaining and managing a diverse work force.

### **PURPOSE**

- To ensure that Powerserve UK Limited complies with the Disability Discrimination Act 1995 and to ensure that disabled people falling within the definition of the Act are treated equally and fairly.
- To ensure we recruit and retain the best people for Powerserve UK Limited.

### **SCOPE**

The Disability and Discrimination Policy covers all staff and job applicants. This also covers employees who become disabled during their employment. Where relevant it also covers staff employed by outside agencies working on Powerserve UK Limited premises.

All staff and applicants will also be made aware of the Company's Disability Discrimination Policy.

### **POLICY GUIDELINES**

Recruitment, training and promotion are carried out in line with Powerserve UK Limited Codes of Practice. Clear job descriptions and person specifications are used (where appropriate) to enhance objective assessments and to ensure that decisions are made solely on objective and job related criteria.

Powerserve UK Limited will endeavour to give training and guidance to all relevant Staff, to ensure that the risk of possible discriminatory attitudes affecting decisions are minimised and that there is an understanding of the relevant provisions of the Disability Discrimination Act 1995.

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Powerserve UK Limited operates a Grievance Procedure to enable grievances, including those relating to unfair discrimination on grounds of disability, to be formally heard.

All reasonable and necessary changes will be investigated and any justified changes will be made to the workplace and to employment arrangements so that disabled people are not at any substantial disadvantage compared to non-disabled people. This covers all areas of employment, including recruitment, promotion and training.

In recruitment and selection, Powerserve UK Limited will modify selection techniques, where appropriate, and make any other reasonable changes to ensure that disabled people can be considered equally with non-disabled candidates.

Powerserve UK Limited will ensure that disabled people will receive equal treatment in training and development, and, where appropriate, will supply additional training.

A flexible approach will be adopted and, where possible and justified, consideration to reallocation of duties, time off for rehabilitation, assessment or treatment or other appropriate measures to ensure equal opportunity.

Every endeavour will be made to ensure that if Powerserve UK Limited employs contract workers are not discriminated against because of their disability and will ensure that any contract workers and other agencies that may be used are aware of this policy.

Powerserve UK Limited actively encourages promotion of this policy in its internal and external recruitment by ensuring that advertisements, job descriptions and person specifications do not discriminate. Powerserve UK Limited always welcomes applications from disabled people.

Powerserve UK Limited will ensure that all new employees are aware of this policy as part of their induction and will regularly review and monitor this policy to ensure its implementation and effectiveness.