

August 2016

EQUAL OPPORTUNITIES & DISABILITY POLICY

The Moving Forth Scottish Charitable Incorporated Organisation (SCIO) is an Equal Opportunity employer that does not permit direct or indirect discrimination against any person on the grounds of age, class, disability, ethnic or national origin, marital status, sex, sexual orientation, or race. It is SCIO policy to afford equal treatment to all existing and potential employees, and to promote equality of opportunity. ***In addition, this policy applies to services provided to clients and client groups.***

The SCIO regards any such discrimination as gross misconduct, and any employee, or person acting on behalf of the SCIO, found to be discriminating against any other person may be liable to summary dismissal.

The SCIO is mindful to make reasonable adjustments to working practices, environment or equipment to accommodate the needs of employees and clients with particular needs to access either the workspace or service.

Under the Equality Act 2010, a person has a disability if:

- They have a physical or mental impairment
- The impairment has a substantial and long term effect on their ability to carry out normal day-to-day activities

If you have a disability or become disabled during your employment, we would ask that you inform your Line Manager at the earliest date so that the SCIO can consider making reasonable adjustments.

Reasonable adjustments can include:

- Altering or adapting premises or work areas
- Providing special equipment
- Amending duties
- Changing or reducing hours of work
- Additional training