

## **Disability policy**

### **Introduction**

CST is committed to providing a supportive and equal opportunity working environment for all. It is both our desire and our duty to ensure that all staff are adequately supported to fulfil their potential, particularly those with a disability.

### **Purpose**

CST's Equality and Diversity Policy outlines our commitment to embracing a positive attitude toward the promotion of equality and diversity, taking pride in our efforts to create an environment that is inclusive of everyone.

This policy outlines our support for disabled staff, in line with our legal obligations and our duty of care. CST is committed to ensuring disability does not provide a barrier to staff.

Our objectives are to:

- ensure the accessibility of our working environment;
- ensure our recruitment processes do not create unnecessary barriers;
- provide support to disabled staff;
- encourage disability disclosure among our staff, while maintaining confidentiality;
- work with disabled staff to determine support needs;
- support managers in responding to the needs of disabled staff.

This policy covers all staff who have a disability, and are covered by the Equality Act 2010, which harmonised a range of equality related legal instruments including the Disability Discrimination Act 1995 (DDA). The DDA gave particular definitions around disability which have been strengthened under the Equality Act 2010.

In the Act, a person has a disability if:

- they have a physical or mental impairment;
- the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.

For the purposes of the Act, these words have the following meanings:

- 'substantial' means more than minor or trivial;
- 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions);
- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping.

People who have had a disability in the past that meets this definition are protected by the Act.

There are additional provisions relating to people with progressive conditions. People with HIV, cancer or multiple sclerosis are protected by the Act from the point of diagnosis.

People with some visual impairment are automatically deemed to be disabled.

### **Responsibilities**

The CST Board as the employer is the body with ultimate responsibility for ensuring that CST meets the commitments detailed in this Policy and the broader scope Equality and Diversity Policy and Disability policies.

CST will support the needs of disabled staff and staff that become disabled whilst employed with us.

The executive team (CEO, Deputy CEO, Executive Director and Chief Operating Officer and Company Secretary) are responsible for the day-to-day management taking cognisance of the Equality and Diversity and Disability Policies.

#### *Reasonable adjustments*

The executive team will work with disabled staff to ensure that reasonable adjustments are made, enabling disabled staff to meet their potential. This process will be facilitated through discussion and agreement.

#### *Recruitment*

As an employer, we will make limited enquiries about health or disability, restricted to the following:

- to help decide if you can carry out a task that is an essential part of the work;
- to help find out what you need to take part in an interview;
- to help decide if the interviewers need to make reasonable adjustments for you;
- to help with our monitoring;
- if we need to know for the purposes of national security checks.

Date: 29 November 2019; reviewed June 2022

Date of review every 2 years: June 2024

Reviewed by the CST Board Governance and Compliance Committee