



## Corporate Equality and Disability Policy

*Encription limited* is committed to creating an environment where all people feel valued, can live in harmony and have access to what they need in order to play a full and active part in society, free from fear or discrimination.

We do not want to see anyone disadvantaged or with needs less well met than others.

We have prepared this in line with the requirements of published Equality Standards

We want to do all we can to promote equality through the services we provide, and as a good employer.

### **We will:**

- appreciate the diverse people, communities and interests
- engage effectively to understand their needs and expectations of the Company
- ensure that we do not unfairly discriminate
- do all we can to meet or help others meet the key needs of different groups
- promote good equality practice within the Company and with our partners
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### **To support these commitments within the Company we will:**

- promote positive attitudes towards equality
- ensure equality is central to our corporate management and service delivery
- treat the people who work for the Company fairly and adopt fair recruitment and selection procedures
- ensure that other employees know their responsibilities and give them the necessary skills to support our equality commitments

### **Further we will not discriminate on the grounds of disability and we will:**

- a) seek to employ people with disabilities in jobs suited to their aptitudes, abilities, and qualifications, making any reasonable adjustments necessary to do so.
- b) seek to ensure that employees with disabilities are considered for promotion according to their aptitudes, abilities, and qualifications, making any reasonable adjustments necessary to do so.
- c) ensure that assessments are carried out of the scope of reasonable adjustments which may be made to the workplace and its environment, so as to make it possible to retain an employee with a disability or to recruit a person with a disability.
- d) make any reasonable alterations to Company premises required to ensure that they are accessible and safe for people with disabilities.
- e) make reasonable changes to the workplace and to employment arrangements so that a person with a disability is not at any substantial disadvantage compared to a non-disabled person.