
Reasonable Accommodation Policy

1. Introduction

GRAHAM is committed to providing an accessible and inclusive workplace to enable people with disability to participate fully in all aspects of employment, including job design, recruitment and selection, the work environment, staff training and development, performance management and departure.

In keeping with the Employment Equality Acts (1998-2015) and the Equal Status Acts (2000-2015), as well as our organisational Equality, Diversity & FIR Policy, GRAHAM commits to apply the principle of reasonable accommodation to remove barriers to employment participation by people with disability.

Reasonable accommodations will be made to enable appropriately skilled people with disability to perform the inherent requirements of their positions unless this is determined to cause undue hardship to our organisation. The purposes of this policy are to outline the principles and procedure of making reasonable accommodations in the workplace to meet the needs of current and potential staff and other stakeholders with disability.

It is our policy to identify, evaluate and implement reasonable accommodations for disabled people. This policy does not seek to explain how we will approach every situation, rather it is intended as a general statement of our commitment and:

- Confirms our commitment to improving accessibility across our premises and sites for all employees and other stakeholders
- Sets out some of the basic principles of our commitment to provide reasonable accommodations for disabled people
- Sets out the factors that we will take into account in dealing with requests for reasonable accommodations.

Many of the arrangements that we offer for disabled people are available to all staff and stakeholders.

GRAHAM are committed to being an inclusive workplace where all employees, customers and stakeholders can fully participate and contribute. We strive to ensure accessibility across all facets of our operations, including physical spaces, digital platforms, communication channels and services.

Our People policies are regularly audited against rigorous accessibility standards to ensure compliance and to support every employee.

Anyone who requires additional support or has any questions regarding accessibility can contact the HR team at HR-GFM@graham.co.uk

2. Scope

This policy applies to all job applicants, employees, Agency workers, Supply Chain & Client personnel and community stakeholders. It includes all employees transferring into the business through TUPE terms and conditions, unless expressly stated otherwise in their contract with Graham Facilities Management Ltd.

3. Responsibilities

The Head of HR has overall responsibility for ensuring this policy is implemented and regularly reviewed.

The Divisional Managers, in consultation with the HR Team, have day-to-day responsibility for ensuring that all reasonable accommodation applications are considered and implemented where reasonable/possible in accordance with this policy and that all employees and potential employees are made aware of this policy.

4. Equality and Diversity

GRAHAM will ensure that implementation of this procedure is clear and transparent and not subject to any unfair or discriminatory practices. We shall act at all times in line with the principles of our Equality, Diversity & FIR Policy.

5. Types of Reasonable accommodations

There is no prescribed list of reasonable accommodations, the adjustment for one person may not necessarily be appropriate for someone else. We will discuss any requirements with the individual concerned and seek to reach agreement on what may be reasonable in the circumstances. A reasonable accommodation might include measures of flexibility in or modification of working arrangements such as:

- Provision of auxiliary aids and equipment
- Assignment of a buddy to support the disabled worker
- Modification to recruitment and selection procedures
- Changes and modifications to fixtures, furnishings and furniture
- Changes to workspace or room layout
- Changes to learning and development programmes
- Phased returned to work following absence
- Flexible working patterns e.g. part-time working, breaks for medication and rests as required

6. Reasonable accommodations and Recruitment

We shall act at all times in line with the principles of our Recruitment Policy. GRAHAM will consider reasonable accommodations throughout the entire recruitment process, at each stage ensuring that practices and policies do not discriminate against disabled applicants, including:

- Recruitment advertising and job specification
- Invite to interview arrangements
- Interview process and assessment documents

7. Employees Requesting a Reasonable accommodation

The employee should initially arrange an informal one to one meeting with their manager in order to request a reasonable accommodation and to discuss:

- The type of reasonable accommodation to be considered
- The reason they need the adjustment
- Whether this would be a permanent or temporary change

8. External Persons Requesting a Reasonable accommodation

In the case of external persons on site, they should make contact with the relevant Site Manager as early as possible to request a reasonable accommodation and to discuss:

- The type of reasonable accommodation to be considered
- The reason they need the adjustment
- Whether this would be a permanent or temporary change

9. Consideration of Reasonable accommodations

Following the meeting the manager will liaise with HR to discuss the feasibility of the request and to review options. We will consider in detail how to overcome the difficulty a disabled person is experiencing which may include the requirement for an Occupational Health Assessment and input from other professionals.

In making a decision of the reasonableness of the request for an adjustment we will take into consideration:

- The practicality of us making the adjustment
- The availability of the company resources
- The cost of making the change
- The availability of financial support
- How effective the change will be in avoiding the discharge it is meant to over time

In most cases, where the adjustment is deemed as reasonable, we will be able to agree and deliver the required reasonable accommodation with minimum delay. If the adjustment is reasonable the manager will meet with the employee to agree implementation and any period of review.

The Manager will also meet with the employee if the business will not be able to provide the adjustment and explain the decision.

All decisions will be confirmed in writing. An employee will have a right to appeal the decision through the company Grievance policy.

10. Access to Training

All learning and development activities will be open to all and any individual issues will be discussed and addressed prior to training programmes or team briefings. Reasonable accommodations could include:

- Providing course material in an alternative format
- Adapting course materials
- Providing accessible training facilities

11. Managing Attendance

We shall follow our Sickness Absence Policy to ensure absence due to disability will be considered separately from any other absence and reasonable accommodations will be considered for a disabled person.

12. Monitoring

We will record and monitor the reasonable accommodations requested on SharePoint to review on a regular basis and make improvements in our service where identified. All personal information with regards to each employee will be kept confidential in line with GDPR.