

## **CONDUCT**

### **ANTI DISCRIMINATION – DISABILITY**

**4.08**

#### **Policy Rationale**

CCAIE fully supports the principle of equal opportunities in employment and is against all forms of unlawful or unfair discrimination on the grounds of disability. This policy supports CCAIE's compliance with the Disability Discrimination ACT 1995 to ensure disabled persons falling within the meaning of the Act are treated equally/fairly.

#### **Policy Aims**

The Disability Discrimination Policy covers all staff and students, and employees who become disabled during their employment. Where relevant it also covers staff employed by outside agencies working on CCAIE premises.

#### **Procedure**

- No student, employee or guest shall receive unfair treatment because of a disability and ensure that students, employees and guests with a disability have access to all areas of the College and suitable toiletry facilities.
- Recruitment, training and enrolment will be implemented in line with CCAIE Code of Practice. Clear job and course descriptions are used to enhance objective assessments and to ensure decisions made are objective.
- CCAIE will provide training and guidance to all staff and students to ensure that the risk of possible discriminatory attitudes affecting decisions are minimised and that there is an understating of the relevant provisions of the Disability Discrimination Act 1995.
- CCAIE will ensure all available human resource talents and skills are considered when employment opportunities arise to maintain a diverse work force.
- CCAIE students will not be discriminated because of a disability when applying for a position in class.
- CCAIE will follow our Complaints Procedure to enable Complaints, including those relating to unfair discrimination on grounds of disability, are addressed.
- CCAIE will ensure that disabled people will receive non-discriminatory treatment in training and development, and, where appropriate, will supply additional training and support resources for students with disabilities.

#### **Evaluation**

This policy will be reviewed bi-annually.