

# **POLICY on EMPLOYMENT of PEOPLE with DISABILITIES**

## **STATEMENT of INTENT**

BT actively encourages the employment of people with disabilities as an integral part of the company's Equal Opportunities Policy.

It is BT policy to develop and maintain positive measures to encourage the recruitment, development and retention of people with disabilities to both conform with the law and implement best practice.

## **GUIDING PRINCIPLES**

- ♣ BT will implement the Disability Discrimination Act.
- ♣ BT will implement best practice including meeting the requirements of BT's 'Two Ticks' registration which includes a commitment to ensure that suitably qualified internal or external people with disabilities are offered interviews.
- ♣ Selection will be based on the best person for the job taking into account any reasonable adjustments.
- ♣ Disabled applicants will be given preference for jobs if at the end of the selection procedure they are one of several equally suitable candidates.
- ♣ BT people will be encouraged to inform their manager of their disability.
- ♣ If an employee becomes disabled while working for BT, every reasonable effort will be made to ensure their continued employment.

## **OUTPUT MEASURES**

- ♣ Monitor workforce profile aiming to increase year on year the percentage of people with disabilities at all levels in BT.
- ♣ Monitor external recruitment process and internal changes such as promotions, leavers, talent pools, etc, to ensure fair representation of people with disabilities.
- ♣ Number of grievances and Employment Tribunals based upon the Disability Discrimination Act.
- ♣ Gold Card membership of the Employers Forum on Disability and top 10 recognition in their benchmarking surveys.
- ♣ Under the Companies' (Director's Report)(Employment of Disabled Persons) Regulations 1980, BT is required to describe its policy on the employment of people with disabilities in its Annual Report.

## **REFERENCE DOCUMENTS**

Equality and Diversity Policy

Recruitment Policy

Performance Management Policy

Managing Changing Capabilities Policy

Disability Discrimination Act 1995

Government 'Two Ticks' Scheme