



DISABILITY POLICY HR 26

POLICY STATEMENT

The Channel is committed to ensuring equality of opportunity and dignity at work for all employees, to the prevention of discrimination, and to the recognition of the value of diversity within its workforce.

As such, our policy is to ensure that all existing and potential employees with disabilities are treated with dignity and no less favourably than others.

All employees will be recruited, trained and promoted on the basis of what they can do, not what they can't do.

DEFINITION OF DISABILITY

For the purpose of this policy, disability is broadly defined as 'a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.'

SCOPE

This policy applies to all existing and potential employees and self-employed freelancers of the Channel.

GENERAL PRINCIPLES

We will: -

1. Interview applicants with a disability who meet the criteria for a job vacancy and consider them on their abilities
2. Consult with disabled employees regularly about what we can do to make sure they can play a full and active role in the life of the Channel
3. Ensure that, as far as is reasonably practical, all Channel 4 facilities, including buildings and websites, are accessible to all employees and others who work with the Channel
4. Communicate our policies to all applicants, employees, agency workers, freelancers and third parties working on our behalf
5. Advertise vacancies across a range of media to ensure we receive applications from the widest cross-section of the community
6. Make every effort when employees become disabled to ensure they stay in employment, including consideration of reasonable adjustments to the workplace or working practices

7. Deal promptly with complaints or grievances
8. Help key employees develop the sensitivity to disability needed to make these commitments work
9. Review these commitments regularly and what has been achieved, planning ways to improve them and letting all employees know about progress and future plans
10. Make our policies and progress available to external parties should they request the information

In recognition of these guiding principles, we have been authorised by the Employment Service to use the Disability Symbol in all our correspondence and advertising:

<http://www.jobcentreplus.gov.uk/JCP/Customers/HelpForDisabledPeople/DisabilitySymbol/index.html>

RESPONSIBILITIES

Everyone working at the Channel has a responsibility to ensure that they do not unfairly discriminate against or offend someone else on the grounds of disability. If in doubt about what constitutes appropriate behaviour, seek advice and guidance from your HR Business Partner. Training will be given where appropriate.

Anyone found to have unfairly discriminated against a person on the grounds of disability will be subject to disciplinary action or in the case of self-employed freelancers, termination of contracts.

LINE MANAGERS AND HEADS OF DEPARTMENT

All line managers and Heads of Department are responsible for ensuring compliance with this policy with the support of the HR and Facilities Management departments.

PREMISES

The Facilities Management department is responsible for ensuring that all Channel 4 premises meet access requirements as per the Disability Discrimination Act 1995.

FURTHER INFORMATION

For further information about Channel 4's commitments on disability please click on the links below or contact Alison Walsh, Editorial Manager – Disability (ext 8125).

Other References: [Diversity and Equality Policy](#)
[Disability Equality Statement](#)
[Disability – Questions and Answers](#)
[Disability Rights Commission](#)
[Broadcasting and Creative Industries Disability Network](#)