

Disability Policy

Signet Solutions Limited is committed to providing and developing:

- Promote positive attitudes towards disabled people.
- Encourage participation by disabled people in public life.
- Take positive steps to take account of disabled people's disabilities.
- To ensure compliance with equality legislation and to have regard to relevant guidance and advice.
- Eliminate unlawful discrimination.
- Identify and analyse policies, practices and procedures that are potentially discriminatory.
- As part of its Equality duty, reflect in its policies and procedures that disabled people's needs may be different from those of non-disabled people.

Regulatory Framework:

This policy has been prepared to meet Signet Solution's responsibilities under

- Equality Act 2010
- Data protection Act 2018 and UK General Data Protection Regulation (UK GDPR)
- Equality and Human Rights Commission 2014
- Mental Health Act 1983

Disability and discrimination

We will not knowingly discriminate against a disabled person:

- By excluding a person on the grounds of their disability
- By harassing a person with a disability
- By victimising a person with a disability
- By treating a person with a disability unfavourably because of something connected with their disability or
- By failing to take responsible steps to ensure that disabled persons are not place at a substantial disadvantage in comparison with non-disabled persons.
- By treating the nature or existence of a person's disability as confidential.

Achieving access for all:

- Where possible meet the needs of a disabled person by ensuring the environment is accessible and facilities are well designed.
- When Communicating with a person with a disability, respond in the same format that they communicated to you.

Signet Solutions staff are given guidance on induction and at regular intervals to understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

All staff are made aware of preferred terms to use when addressing a person with a disability

- ✓ Disabled people
- ✓ Wheelchair users
- ✓ Someone with learning difficulties, for example, dyslexia (learning difficulties are not the same as learning disabilities, though some people may prefer the term 'difficulties')
- ✓ Someone with a learning disability
- ✓ Deaf or hearing impaired
- ✓ Blind or visually impaired

• Terms that should **not** be used and may be viewed as offensive are:

- ✗ Handicapped
- ✗ Victims
- ✗ Wheelchair bound
- ✗ Spastic
- ✗ Invalid
- ✗ Retarded
- ✗ Deaf and dumb
- ✗ The blind/The disabled

If staff or delegates require or need assistance with specific learning difficulties, hearing difficulties and/or visual difficulties or medical conditions we will endeavour to assist the best way we can for example offering:

- **Extra time allowed** to complete an assessment
- **Extra breaks** a delegate (or interpreter assisting the delegate) can ask for supervised breaks during an assessment if needed.



Andy Knight
Managing Director
On and Behalf of Signet Solutions Ltd