The Victoria Inn - Threemilestone
The Victoria Inn - Roche
The Norway Inn – Perranarworthal

"A warm welcome with pub grub - at our tables or delivered to yours"

REASONABLE ADJUSTMENTS POLICY

Introduction

Inn Cornwall Limited is committed to ensuring that people with disabilities and long-term conditions are not disadvantaged whilst working for us. In order to achieve this commitment Inn Cornwall Limited will implement reasonable adjustments to support disabled employees wherever possible. We will not make assumptions about whether a disabled person requires any adjustments or about what those adjustments should be. We will discuss the requirements with the person concerned and seek to reach agreement on what may be reasonable in the circumstances.

Scope

This policy applies in the workplace and at all events that are work related.

Throughout this Policy, the term "employees" refers to all employees. It does not apply to workers, self-employed contractors, consultants or other workers.

If you are an agency worker, self-employed contractor or consultant and you have concerns, or have any further questions, you should inform your manager or your agency.

If you are unsure about any part of this Policy or how it might apply to you, then you should seek guidance from your manager.

This policy is for your guidance only and does not form part of your contract of employment. We may amend the policy from time to time at our absolute discretion.

Policy Principles

Reasonable adjustments are physical, environmental, policy or other changes to the workplace that prevent or reduce barriers that disabled people, or those with long term conditions, may face. Inn Cornwall Limited takes its obligations under disability legislation seriously, and views the health and welfare of its employees as a priority. We're committed to treating all employees with dignity and respect. We will not wait until an employee gets into difficulties before offering help; we will always endeavour to be proactive.

The Equality Act requires employers to take reasonable steps to allow an employee who becomes disabled, or who has a disability which worsens, to remain in work. This requirement also applies where an employee has a stable impairment but the nature of their employment changes.

The law also requires employers to ensure that the workplace is suitable for any disabled person employed, making reasonable adjustments where necessary.

Employees are not obliged to tell us if they have a disability or long term condition, however, if made aware, we are better able to understand and implement adjustments or support that may be beneficial.

A disability under the Equality Act 2010, is a physical or mental impairment that has a substantial (i.e. not minor or trivial) and long term (lasting 12 months or more) impact on a person's ability to carry out normal day to day activities**.**

There are some conditions that are classed as a disability from the time a diagnosis is made, even if the individual is showing no symptoms which would affect their day-to-day activities. These conditions are HIV infection, cancer, or multiple sclerosis.

We also recognise that conditions that may not be considered a disability, for example some neurodivergences, can also have an impact in work, and may require reasonable adjustments.

Discussing adjustments with employees

When working to support a disabled employee, we will avoid jumping to conclusions about what is or isn't possible. We will be flexible and open minded in our approach to the situation. The disabled employee is the person who best understands the effects of their disability and what might help. We will discuss the issues with the individual and involve them at every stage when considering possible adjustments.

It may be helpful to get expert advice about making reasonable adjustments.
Jobcentre Plus Disability Support provides information and advice to employers through Disability Employment Advisers (DEAs) and Access to Work (AtW). DEAs are employment specialists, who are usually based in Jobcentre Plus offices and who work in partnership with external organisations of and for disabled people. AtW provides practical and financial support to disabled people and their employers to help overcome work related obstacles associated with disability. AtW Advisers have specialist knowledge of the AtW programme.

Where a proposed adjustment is likely to affect a disabled employee's colleagues, Inn Cornwall Limited will involve them in the discussions, with the express agreement of the disabled employee. We will seek their views, keep them informed and try to build support and commitment to the proposed adjustments.

Types of adjustments to consider

The adjustments required will depend on the nature of the employee's disability, the type of the job they're employed to do, and the circumstances of the business such as site and working environment. There will be different factors to take into account in every case.

- **Adjustments to premises** - It may be unreasonable to expect Inn Cornwall Limited to undertake expensive, structural changes, such as installing a lift. However, other, more reasonable solutions, for example providing a ramp or widening the space between desks to allow for wheelchair access, or appropriate home office equipment for those working at home should be considered. When planning to make adjustments to premises for a disabled employee we will think ahead. Inn Cornwall Limited acknowledge that some disabilities are progressive and will try to anticipate this and build an appropriate provision into the plans. When planning for change, Inn Cornwall Limited should always

consider the needs of current or future employees who are disabled. There may be provisions which could be built into plans now, which will remove the need for further costly adjustments at a later stage.

- **Re-allocation of duties to other employees** - Most jobs can be divided into essential and marginal tasks. Essential tasks are those which are fundamental to the job (without which the job would not exist) and/or occupy a significant proportion of time. Marginal tasks, on the other hand, can often be reassigned or swapped with the marginal tasks of another job, without fundamentally changing employees' roles. Inn Cornwall Limited thinks creatively about how jobs are done. Just because tasks have always been allocated in a certain way does not mean there can never be change.

- **Alteration of working hours** - Inn Cornwall Limited will consider altering working hours, including part-time working, wherever possible. Consideration may be given to agree more flexible hours, different starting and finishing times, or more frequent breaks during the working day. We will also consider allowing the employee to be absent during working hours for rehabilitation, assessment or treatment.

- **Assignment to a different place of work** - It may be possible to assign an employee to a different part of the company premises, for example to a different location.

- **Additional support and supervision** - It's often possible to acquire or modify equipment, such as an adapted keyboard or telephone. In some circumstances a reader or interpreter may enable an employee to reach the necessary performance standards. Colleagues and supervisors can also play an important role in helping a disabled person adjust and gain confidence. In the case of some neurodivergent conditions, it may be beneficial to provide a varied training or learning approach.

- **Special or additional training** - Specialist training is likely to be required for any new or modified equipment. Inn Cornwall Limited understands that a newly disabled person will take time to adjust and may need to extend or adapt the training to suit the circumstances.

- **Modified procedures for testing/assessment -** Inn Cornwall Limited will consider all possible changes or adaptations to assessment procedures when dealing with disabled employees. For example, the use of an oral rather than a written test to a person with restricted manual dexterity.

Redeployment

If Inn Cornwall Limited have considered all reasonable adjustments and it's not possible for the disabled employee to remain in the same job, we should consider redeployment, if available. We will focus on the person's abilities not their disability, and look for transferable skills. It may be possible to make adjustments in a different job which aren't possible in the current one. Inn Cornwall Limited will identify any training needs and address them, allowing the employee time to adjust and to gain competence and confidence in their new role.

Discrimination, victimisation and harassment

Inn Cornwall Limited will not tolerate any form of harassment or victimisation of its employees on the grounds of their disability.

We take allegations of unlawful discrimination, victimisation or harassment seriously and are committed to listening to our employees and taking appropriate action where necessary. If you have personally experienced or witnessed discrimination, victimisation or harassment then please e-mail hr@inncornwall.co.uk. Support can also be found via the Licensed Trade Charity.

Details of our grievance and disciplinary policies and procedures can be found on the staff web page. This includes with whom an employee should raise a grievance – usually their line manager.

Use of Inn Cornwall Limited's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Please remember that you can also access support via mental health first aiders.