

DISABILITY DISCRIMINATION

GENERAL QUESTIONS

Definition

- 1 Please confirm whether the Respondent accepts that I have a “disability” for the purposes of Section 1 and Schedule 1 of the Disability Discrimination Act 1995.
- 2 If the Respondent does not accept that I have a disability within the terms of the 1995 Act, please provide reasons for same.

Staff Profile

- 3 How many staff are employed by the Respondent? Provide a breakdown in terms of name, job title, grade, whether part-time or full-time and date of appointment. Provide details as at [*insert relevant date*]
- 4 How many staff are employed by the Respondent in [*insert relevant department*]? Provide a breakdown in terms of name, job title, grade, whether part-time or full-time and date of appointment. Provide details as at [*insert relevant date*]

Policies & Procedures

- 5 Please provide details of all the Respondent’s efforts to ensure that the I did not suffer unlawful discrimination on the grounds of disability, including all reasonable adjustments taken to fulfil the Respondent’s affirmative duty under Section 6 of the Disability Discrimination Act 1995.
- 6 Please provide details of all steps taken by the Respondent to implement the Code of Practice for the elimination of discrimination in the field of employment against disabled persons or persons who have or had a disability.

- 7 What procedures, if any, exist to assure employees that they will be protected from less favourable treatment on grounds disability?
- 8 Does the respondent have an Equal Opportunities Policy? If so, when was this policy introduced?
- 9 Does the Respondent have a policy on less favourable treatment on grounds of disability? If so, when was this policy introduced?
- 10 Please state how these policies have been communicated to staff including line managers.
- 11 Please state the disciplinary sanctions which the Respondent invokes when the policy is breached.
- 12 Please state on how many occasions the Respondent has taken disciplinary action as a consequence of a breach of the policy. Please provide the identity of the employees disciplined and the outcome of the disciplinary process.
- 13 Does the Respondent consider it has put these policies into practice in the circumstances described above, and if so, please explain how?
- 14 Please provide details, including date, content and provider of training or awareness seminars provided to staff on equal opportunities and issues relating to disability discrimination.
- 15 Please state whether the employees listed below have attended staff training or awareness seminars on equal opportunities and disability discrimination in the workplace. [*insert names of employees*]
- 16 What, if any, other measures have been taken by the Respondent to prevent disability discrimination in the workplace?

- 17 How have these measures been communicated to staff including managers?
- 18 Please state what, if any, steps have been taken to ensure that I will not be subjected to disability discrimination in the future.
- 19 How have these measures been communicated to the staff including managers?

Grievance Procedure

- 20 Please state whether you received a written grievance dated [*insert date*] from me.
- 21 Please state what action you took in response to that written grievance. In particular please state:
 - (i) the identity of all persons who dealt with the grievance I submitted;
 - (ii) the date of any meetings at which my grievance was discussed and provide copies of any minutes of those meetings;
 - (iii) when my grievance was responded to;
 - (iv) what, if any, action was taken as a consequence of my grievance;
 - (v) which, if any, of the Respondent's employees were subjected to disciplinary action as a consequence of my grievance and state the outcome of that action.
- 22 Did the Respondent comply with the grievance procedure? If not, please state the reason(s) for non-compliance.

Investigation of Complaint

- 23 Outline the steps taken to investigate my complaint(s) of disability discrimination. In particular state:

- (i) the name of every employee spoken to;
- (ii) the date(s) on which they were spoken to;
- (iii) the personnel present at these meetings;
- (iv) what each individual was told about the grievance;
- (v) details of the questions which were put to the employees and their responses;
- (vi) whether any witness statements were taken.

24 Please state the outcome of the investigation into my complaint(s).

Disciplinary Procedure

- 25 Does the Respondent have a written disciplinary procedure? If so, when was it introduced?
- 26 What consideration if any did the Respondent give to its disciplinary procedure in respect of my complaint(s)?
- 27 Has any disciplinary action been taken as a consequence of this investigation?

DOCUMENTS

Please forward copies of the following documents with your replies to this questionnaire:

- a) my personnel file;
- b) my job description;
- c) my contract of employment;
- d) the Respondent's Equal Opportunities Policy;

- e) copies of any minutes, notes, memoranda, e-mails or other documents in the Respondent's care possession or control relevant to my complaint.

