

| A: ADMINISTRATION (OFFICES & SYSTEMS) | | | | | |
|---------------------------------------|--|-----------------|-------------|-------------|-----------|
| Performance Indicator | | ACTION PLAN | | | |
| | | Action Required | Responsible | Target Date | Completed |
| 1 | There is a documented Disability Discrimination Policy for the Home. | | | | |
| 2 | There is a documented Equal Opportunities Policy for the Home. | | | | |
| 3 | These Policies reflect the special needs of disabled staff members in addition to service users. | | | | |
| 4 | Job advertisements confirm that applications from disabled candidates will be welcome. | | | | |
| 5 | Job advertisements are presented in plain and unambiguous language. | | | | |
| 6 | Job advertisements offer a variety of options for contacting the Organisation (telephone, letter, e-mail etc). | | | | |
| 7 | Job Application Forms are available in alternative formats (e.g. large print, e-mail format). | | | | |
| 8 | Employee Specifications do not inadvertently discourage persons with disabilities from applying. | | | | |
| 9 | Job interviews address any special adjustments or communication needs to facilitate participation by the disabled applicant. | | | | |
| 10 | Job interviews are held in locations where disabled access and facilities (toilet etc) are available. | | | | |
| 11 | Job offers are made solely on merit; i.e. the perceived ability to do the job properly and safely. | | | | |
| 12 | Staff training plans include Disability and Equal Opportunities Awareness. | | | | |

Signature: _____ **Date:** _____
 Home Manager