

Adoption of Disability Symbol

Version 1
1 July 1998

1. Introduction

Following an invitation from the Employment Service the Highland Council adopted the nationally recognised Disability Symbol.

The purpose of the symbol, which is illustrated in the attached Appendix, is to signify to potential job applicants with a disability that their applications will be welcomed on the basis of their abilities. The symbol was adopted and used to good effect previously by Highland Regional Council and certain of the former District Councils within the Highland Area.

The adoption by the Council of the disability symbol and associated commitments is in accordance with the principles involved in the Authority's Equal Opportunities policy and the general provision of the Disability Discrimination Act 1995.

2. Further Information

The adoption of this symbol involves the Highland Council in making five particular commitments as follows: -

- (1) to guarantee an interview to all applicants with a disability - provided they meet the minimum qualifying criteria for the particular vacancy and to consider them on their abilities.
- (2) to consult with disabled employees on an annual basis, to ensure they can develop and use their abilities at work.
- (3) to make every effort when employees become disabled to retain them in employment.
- (4) to improve knowledge, to ensure that key employees develop the awareness of disability required to make the above commitments work effectively.
- (5) to review these commitments annually to check what

has been achieved, plan ways to improve and to advise employees about progress and future plans.

In practical terms, using this symbol will mean that the Highland Council requires to abide by the standard five commitments which all other symbol using Employer organisations are also following.

The Highland Council will make use of the symbol in job advertisements in the Press or at Job Centres and internally.

Other possible uses would be on job application forms, recruitment literature, personnel communications, letterheads, stationery, internal vacancy advertisements and in the Staff Newsletter