

DISABILITY AND REASONABLE ACCOMMODATION POLICY

SCOPE

This policy sets out Fáilte Ireland's commitment to eliminating discrimination and providing an inclusive work environment for all our colleagues, job applicants and those who work with us

PURPOSE

Fáilte Ireland is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a positive working environment in which the rights and dignity of those we come into contact with are respected.

We want to go beyond the legislative duties in our workplace to create a culture where all our colleagues feel included and supported.

The purpose of this policy is to ensure there are no barriers facing colleagues with disabilities in the workplace. The policy also ensures Fáilte Ireland complies with the legislation.

The term 'reasonable accommodation' is used as an umbrella term for any additional disability-related support that is required. This policy is central to helping colleagues with disabilities get the support needed in the workplace.

All employees of Fáilte Ireland are expected and encouraged to show consideration towards colleagues and visitors with disabilities and are required to implement this policy. Discrimination on the grounds of disability by any individual will not be tolerated and could result in disciplinary action being taken against anyone who is in breach of this policy.

Our commitment

As an employer, Fáilte Ireland will take reasonable steps to ensure:

- Recruitment processes and terms of employment do not discriminate for reasons related to disability.
- Opportunities offered for promotion, internal movement, learning and development, or other benefits are the equitable for all colleagues.
- A person with a disability is not put at a disadvantage because of their disability when reasonable accommodation can be provided to support them.

POLICY

Fáilte Ireland is committed to ensuring that any barriers for people with disabilities are removed so they are supported to perform effectively in the jobs they hold or aspire to.

All reasonable efforts will be made to meet any specific requirements which maximise access to employment, promotion, and advancement in Fáilte Ireland and which minimise the effects of disability so that colleagues can make the maximum contribution possible to their role.

Reasonable accommodation can be an action that helps alleviate a substantial disadvantage. Many types of reasonable accommodations do not incur a cost and can be implemented without a financial impact. In cases where a cost may be involved to ensure that a person with a disability receives the support required to assist them (e.g. to take part in a recruitment process or to undertake employment)

these should be reasonable. Whilst every effort will be made to provide accommodations there may be some cases where a prohibitive cost or impact prevents this.

What is a Disability?

The Disability Act 2005 defines disability in relation to a person as:

“A substantial restriction in the capacity of the person to carry on a profession, business, or occupation in the Irish State or to participate in social or cultural life in the Irish State by reason of an enduring, physical, sensory, mental health or intellectual impairment.”

The Employment Equality Acts 1998 – 2015 prohibit discrimination on the grounds of disability.

Under the Equal Status Acts 2005 Disability is defined as:

- The total or partial absence of a person's bodily or mental functions
- Chronic disease or illness
- The malfunction, malformation, or disfigurement of a part of a person's body
- A condition that results in a person learning differently from a person without that condition
- A condition, disease or illness which affects a person's thought processes, perception of reality, emotions, or judgments, or which results in disturbed behaviour.

The law also covers people who have long-term conditions which are disabling and may get worse over time, as well as people who had a disability but do not have it anymore.

While some impairments are visible (e.g., wheelchair users), others are hidden (e.g., dyslexia, hearing impairment, neurodiversity, epilepsy, or a mental health issue).

Disclosure of a Disability

Fáilte Ireland is working to create an environment where colleagues feel comfortable enough to disclose their disability with the confidence of a supportive response. Disclosure of personal and medical information is confidential, and any information disclosed will not be provided to a third party without prior consent from the individual concerned.

In instances where a colleague wishes to disclose details of their disability, they are encouraged to contact their manager in the first instance. If they are unable to initiate the discussion with their line manager, please contact Felicity Ryan, Human Resources Officer.

POLICY

This Policy covers the following areas:

1. Recruitment & Selection
2. Integration into the Workplace
3. Sickness Absence
4. Retention in Employment
5. Training
6. Progression
7. Health & Safety at Work
8. Grievances

9. Disability Audit

10. Where to go for support and advice

Consultation

The same disability can impact people differently and so while some people with disabilities may require personal assistance or equipment to realise their full potential, most people with disabilities can be fully effective employees without any such reasonable accommodation being required.

Assumptions should not be made about the impact a disability has on a colleague. A conversation should always take place between the person, their line manager or a member of the Human Resources team to discuss the impact of the disability and to agree the reasonable accommodation required. Records should be kept of all conversations. Reasonable accommodation will be put in place after consultation and agreement.

Privacy

Any personal information that you provide to Fáilte Ireland will be treated with the highest standards of security and confidentiality in line with the Data Protection Acts 1988 – 2018.

If Fáilte Ireland are aware of the disability of new colleagues, the induction process will be tailored to meet their requirements with reasonable accommodation being provided to enable their full participation.

The requirements of colleagues with a disability should also be discussed with line managers and Human Resources to ensure that the working environment is safe and accessible, and that any reasonable support required has been provided.

Supports to prepare for Reasonable Accommodations conversations can be found on MyFI [here](#).

1. Recruitment and selection

People with a disability are encouraged and entitled to apply for any role in Fáilte Ireland for which they are qualified and to have their applications considered fairly and based on their abilities, qualifications, and suitability for the work in question. Fáilte Ireland will not create unnecessary barriers to prevent people with disabilities applying for posts.

We are committed to consulting with all candidates who have a disability, and to providing reasonable accommodation and support as necessary so that candidates may fully participate in the recruitment and selection process. A person with a disability may require reasonable accommodation to apply for a role before interview, and where possible this will be provided. Further details can be found in the Equal Opportunities and Recruitment Policies on MyFI [here](#).

2. Reasonable Accommodations

It is the policy of Fáilte Ireland to ensure that, as far as is reasonably practicable, the working environment will minimise the barriers facing colleagues with a disability to give opportunities for everyone to develop a full and rewarding career.

Where Human Resources is aware that a new colleague has a disability, they will consult with the employee to find out about any reasonable accommodation that is required. Where it is appropriate,

and with the agreement of the person, Fáilte Ireland will seek professional advice about any reasonable accommodation that may be appropriate.

Examples of reasonable accommodations

- Assistive technology (computer device or software)
- Adapting the workplace (premises or equipment)
- Time off to attend medical appointments
- Flexible working arrangements
- Contract change (full -time to part – time hours)
- ISL or other Interpreters
- Provision of induction loops
- Accessible toilets
- Ground floor access
- Guide/ assistance dogs allowed into the workspace
- Personal Assistant or Support Worker
- Accessible parking space

Disclosure of a disability does not necessarily imply the need for reasonable accommodation. New and existing colleagues have a responsibility to make a request for reasonable accommodation should they require same.

3. Illness Absence

Absence due to disability will be recorded separately from illness and will not affect the general sick leave record. When the sick leave record is reviewed, the two records will be looked at together.

4. Retention in Employment

Any colleague can acquire a disability at any stage during their working life or may have a disability, which is progressive in nature. In these circumstances, Fáilte Ireland will support the colleague and every reasonable effort will be made to retain that person in employment.

Managers should consider and address any barriers for colleagues who have acquired a disability. Discussion with the employee should identify any reasonable accommodation that is required, and this should be recorded and put into place as soon as possible.

5. Training

All colleagues with a disability will have equal access to learning and development. To ensure that training is fully accessible, it is expected that colleagues with a disability should make the Learning and Development team aware of any reasonable accommodation that is required prior to the training session taking place.

6. Progression

Colleagues with a disability will be encouraged and supported to ensure equal access to promotional opportunities. All applications will be assessed fairly, and candidates will be offered promotion based on suitability for the role.

7. Safety, Health, and Welfare at Work

Fáilte Ireland is committed to provide a safe and healthy working environment for all its employees.

All colleagues that require assistance in the event of an evacuation are required to make themselves aware of Fáilte Ireland's Emergency Evacuation Procedure and advise their line manager or a member of the Human Resources team if they require accommodations in this regard.

Human Resources will consult with colleagues who require accommodation and design an individual Personal Emergency Evacuation Plan (PEEP) where required.

PEEP statements should be checked on a regular basis with colleagues to ensure that relevant provision is made to cater for all their requirements in the course of their work and in any emergency situations which should include evacuation procedures.

8. Grievances

Any colleague who has a concern that this policy is not being appropriately implemented should raise this, in the first instance, in accordance with Fáilte Ireland's grievance procedures.

Where a colleague needs reasonable accommodation to access the Grievance Process, please contact human resources.

This Policy should be read in conjunction with the following Fáilte Ireland policies:

- Equality, Diversity, and Inclusion Policy
- Safety, Health & Welfare at Work
- Recruitment and Selection Policy
- Equal Opportunities
- Grievance Policy
- Dignity in the Workplace

9. Disability Audit

Fáilte Ireland will conduct disability audits in the organisation. Data reporting requirements may change over time and any changes will be communicated widely. All information collected will be processed in line with legal requirements and will be held in a secure folder with limited access.

10. Where to go for support and advice

Felicity Ryan, Human Resources Officer will be able to advise colleagues and their line managers on reasonable accommodations and further medical or specialist advice should be sought if required.

Disability organisations may also be a source of help and advice and a list of these organisations can be obtained on [MyFI](#) .