

# Apogee Corporation Limited

## **Disability Discrimination Statement** *(Disability Discrimination Act 1995)*

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## **1. WHAT IS DISABILITY DISCRIMINATION?**

The Disability Discrimination Act (DDA) makes it unlawful to “unjustifiably” discriminate against an individual with disability on the grounds of his or her disability in relation to recruitment, promotion, training, terms and conditions of employment and dismissal.

## **2. HOW DO APOGEE CORPORATION VIEW THE DDA?**

The management of disability discrimination is based on the concept that people should be valued as individuals for reasons related to business interests, as well as moral and social reasons. We recognise that everyone is different in one way or another and can bring fresh ideas and perceptions which can make our working environment more efficient and our products and services better.

By successfully managing a culture of zero tolerance to any form of discrimination, Apogee Corporation Ltd can tap into hidden capacity for growth and improved competitiveness, nurturing creativity and innovation.

## **3. THE AIM OF THE POLICY**

The aim of our policy is to ensure that all decisions relating to the employment, training and development of people are based on merit, and related to an individual’s personal development criteria whilst supporting our overall business objectives.

## **4. DUTY TO MAKE REASONABLE ADJUSTMENTS**

Apogee Corporation Ltd understands it has a duty to make reasonable adjustments to;

- Permanent or temporary physical features of premises e.g. exit routes from or access to a building, as long as it does not contravene health and safety legislation.
- Recruitment and selection procedures.
- Areas/Situations that would place an individual with a disability at a substantial disadvantage in comparison with persons whom are not disabled.

This might include;

- Acquiring or modifying equipment.
- Allowing the individual to be absent during normal working hours for rehabilitation, assessment or treatment.
- Altering the individuals working hours.
- Assigning the individual to a different place of work.
- Modifying instructions or reference materials.
- Modifying procedures for testing or assessment.
- Providing supervision.

## 5. EDUCATION

We provide employees and managerial staff with training relating to disability discrimination to ensure our corporate policy is fully adhered to and to maximize its effectiveness.

## 6. COMPLAINTS PROCEDURE

If you feel that you have been treated unfairly on grounds of disability discrimination, the matter should be dealt with by contacting either your direct line manager if you are an employee of Apogee Corporation Ltd or with our Head Of Legal Affairs via our corporate website [www.apogeecorp.com](http://www.apogeecorp.com) if you are not in the employ of the organisation.

**Signed on Behalf Of Apogee Corporation Ltd**

A handwritten signature in black ink, appearing to be 'AP', with a long horizontal line extending to the right and a small hook at the end.

Alan Pierpoint  
Company Secretary  
**Apogee Corporation Ltd**  
Date: 5<sup>th</sup> December 2008