**TECBAR**

**ANNEX 3 TO EQUALITY & DIVERSITY POLICY**

**Reasonable Adjustments Policy**

1. This is the TECBAR Reasonable Adjustments Policy, and should be read in conjunction with the TECBAR Equality & Diversity Policy (“the E&D Policy”). The definitions and abbreviations used in the E&D Policy are also adopted herein

**Aim and remit of policy**

1. The TECBAR Committee wishes to ensure it complies with the regulatory requirements of the Bar Standards Board applicable to specialist bar associations.
2. TECBAR, via the TECBAR Committee, is committed to making reasonable adjustments in order to remove or reduce substantial disadvantage for disabled people working with TECBAR or receiving services via TECBAR.
3. This policy covers all members of TECBAR, Committee Members, users of TECBAR services (including members’ pupils) and visitors to TECBAR events.

**Circulation**

1. This policy will be published on the TECBAR website.

**Definition of disability**

1. For the purposes of this policy the definition of disability follows that set out in the Equality Act 2010 s.6. A person is therefore disabled if s/he has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day-to-day activities. “Substantial” means more than minor or trivial and “long term” means “12 months or more”.

**Types of reasonable adjustment**

1. This policy does not provide an exhaustive list of the reasonable adjustments that TECBAR and/or the TECBAR Committee will make for members, pupils or visitors however the following types of adjustment that may be made are listed below:
   1. Provision of information in alternative formats, e.g. large print etc.
   2. Provision of auxiliary aids e.g. induction loops.
   3. Provision of accessible conference room facilities.
2. When deciding whether an adjustment is reasonable, TECBAR and/or the TECBAR Committee will consider:
   1. how effective the change will be in avoiding the disadvantage the disabled person would otherwise experience;
   2. its practicality;
   3. the cost;
   4. TECBAR’s resources and size;
   5. the availability of financial support;
   6. any suggestion by the disabled person as to what adjustment(s) ought to be made;
   7. any medical information supplied by the disabled person as to his or her disability and its effects. TECBAR strongly encourages the disabled person to supply such information, which will be treated in confidence.

**Requests for reasonable adjustments**

1. Committee Members, members of TECBAR, pupils of TECBAR members, or visitors with specific requirements should make requests addressed to the TECBAR Committee for reasonable adjustment decisions. All requests for reasonable adjustments will be considered on a case by case basis with the advice and assistance of the E&D Officers and where it is not possible to make the adjustment requested the TECBAR Committee will discuss viable alternatives with the applicant.

**TECBAR events**

1. The TECBAR Committee is responsible for considering reasonable adjustment requests for members, pupils and visitors to TECBAR events. The TECBAR Committee is also responsible for anticipating any likely reasonable adjustments that will need to be made for members, pupils and visitors whom they know to be disabled and likely to require assistance. Requests for specific reasonable adjustments may be made by contacting the TECBAR Committee.
2. The TECBAR Committee is responsible for considering whether or not disabled members, pupils or visitors require assistance during an emergency evacuation and if so whether or not a personal emergency evacuation plan is required for the individual(s) concerned. If so, the plan will be developed in partnership with the individual concerned in order to ensure that adjustments to the emergency evacuation procedure may be made.

**Cost of making reasonable adjustments**

1. In no circumstances will TECBAR or the TECBAR Committee pass on the cost of a reasonable adjustment to a disabled person.

**Monitoring and review**

1. This policy is reviewed by TECBAR’s E&D officers every two years. The policy was prepared in January 2015, and will be due for review in January 2017.