

DISABILITY POLICY

At Chapter 4, we are dedicated to cultivating a culture of diversity and inclusion, ensuring equal opportunities for all employees, regardless of disability status. We firmly believe in fostering a safe and respectful workplace environment, free from harassment, discrimination, or offensive behaviour in any form, including actions or words that belittle individuals, display or distribute offensive material.

Recognizing that achieving equal opportunities for individuals with disabilities may necessitate adjustments in the work environment or employment arrangements, we commit to making reasonable accommodations promptly and in consultation with the employee.

Recruitment, Selection, and Promotion

We adhere to a policy of recruiting, selecting, and promoting individuals based solely on their qualifications, relevant experience, and merit, without discrimination based on disability. Job specifications are tailored to essential job requirements, ensuring objective assessment of candidates, with due consideration given to any reasonable adjustments required for candidates with disabilities.

Medical Data

In cases where it is deemed necessary, requests for medical, vocational, or functional assessments related to disability may be made. We prioritize the confidentiality of individuals' personal data, including health-related information, in accordance with our data protection policy governing the processing of special categories of personal data.

Employee Responsibility

Employees are encouraged to disclose any disabilities that may affect their work performance, while managers are tasked with recognizing and addressing the need for reasonable adjustments. Every employee is personally responsible for upholding this policy and ensuring its adherence in daily operations, refraining from discrimination or aiding others in contravening this policy. Any act of disability discrimination will result in disciplinary action, with serious breaches treated as gross misconduct.

Reporting a Complaint

In the event of perceived discrimination or harassment, individuals are encouraged to first address the matter with the responsible party. All allegations of discrimination or harassment are taken seriously and investigated thoroughly.

1st May 2024
Vienna, Austria