

## **Equal Opportunities and Disability Policy (Employees)**

### **Creative Consulting and Training Ltd**

**Last Updated:** *01 April 2026*

#### 1. Purpose

Creative Consulting and Training Ltd (“Creative”, “we”, “our”, or “us”) is committed to promoting equality, diversity, inclusion, dignity, and respect in every aspect of our work environment. This policy outlines our commitment to ensuring that all employees are treated fairly and with respect, and that we provide a supportive workplace that values individual differences, accommodates disabilities, and is free from bullying, harassment, discrimination, and victimisation.

#### 2. Scope

This policy applies to:

- All employees, contractors, and freelance staff
- Job applicants and candidates during recruitment
- Temporary and agency staff
- Interns, apprentices, and work placement participants

It covers all areas of employment, including recruitment, working arrangements, training, pay, promotion, performance management, workplace conduct, and termination of employment.

#### 3. Our Commitment

We are committed to:

- Providing equal opportunities in employment and advancement
- Creating an inclusive, respectful work environment free from bullying, harassment, discrimination, and victimisation



- Promoting dignity and respect for all individuals in the workplace
- Supporting individuals with disabilities through appropriate workplace adjustments
- Making employment decisions based on skills, experience, qualifications, and merit, rather than personal characteristics or circumstances
- Investigating concerns promptly, fairly, and confidentially

#### 4. Legal Framework

This policy is guided by the Equality Act 2010, which protects individuals from unfair treatment and promotes a fair and inclusive workplace.

#### 5. Equal Opportunities in Practice

To support this commitment, we will:

- Advertise roles and assess applicants based solely on merit
- Ensure our work practices are inclusive and do not unfairly disadvantage any individual
- Review decisions relating to pay, progression, training opportunities, and role assignment to ensure they are fair and objective
- Make reasonable efforts to accommodate requests for flexibility based on personal or health-related needs
- Take appropriate action where bullying, harassment, discrimination, or victimisation is identified

#### 6. Disability Inclusion and Reasonable Adjustments

We define disability in line with the Equality Act 2010 as a long-term physical or mental impairment that significantly impacts a person's ability to carry out daily activities.

We will:

- Encourage employees and applicants to disclose disabilities in confidence so we can offer support

- Work with individuals to assess what reasonable adjustments may be helpful or necessary
- Adjust equipment, working hours, job roles, or locations where practical to remove barriers
- Treat any request for adjustments seriously and promptly

## 7. Responsibilities

### Management:

- Ensure this policy is followed across all areas of the business
- Promote a respectful and inclusive working environment
- Respond promptly and fairly to any concerns raised under this policy
- Investigate reports of bullying, harassment, discrimination, or victimisation appropriately
- Support and provide necessary adjustments to employees with disabilities

### All Employees:

- Treat others with dignity, respect, and fairness
- Refrain from engaging in bullying, harassment, discrimination, or victimisation
- Raise concerns about inappropriate behaviour, exclusion, discrimination, or accessibility barriers
- Cooperate with efforts to create an inclusive and accommodating workplace

## 8. Bullying and Harassment

Creative Consulting and Training Ltd operates a zero-tolerance approach to bullying and harassment.

Bullying may include offensive, intimidating, malicious, insulting, or abusive behaviour that undermines, humiliates, or injures another person.

Harassment may include unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.



Any employee, contractor, learner, or stakeholder who experiences or witnesses bullying or harassment is encouraged to report the matter immediately. All reports will be taken seriously and investigated fairly and confidentially.

#### 9. Raising Concerns

As we do not have a formal HR department, any concerns relating to bullying, harassment, equality, discrimination, victimisation, or workplace accessibility should be reported to a senior manager or the Company Director.

All complaints or concerns will be handled promptly, sensitively, confidentially, and without retaliation. Individuals raising genuine concerns in good faith will not be disadvantaged for doing so.

#### 10. Monitoring and Review

We are committed to continually improving our practices. This policy will be reviewed annually or whenever legal, operational, or organisational changes require it. Updates will be communicated to all staff.

#### 11. Contact

For questions, support, or to request an adjustment related to disability or equality matters:

Creative Consulting and Training Ltd

Email: [info@trainingcreatively.com](mailto:info@trainingcreatively.com)

Phone: +44 (0) 20 8500 4534

Website: [www.trainingcreatively.com](http://www.trainingcreatively.com)