

Equal Opportunities and Disability Policy (Employees)

Creative Consulting and Training Ltd

Last updated: November 21, 2025

1. Purpose

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

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, and promotion.

3. Our Commitment

We are committed to:

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

- Supporting individuals with disabilities through appropriate workplace adjustments
 - Making employment decisions based on skills, experience, and merit — not on personal characteristics or circumstances
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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, 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
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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
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7. Responsibilities

Management:

- Ensure this policy is followed across all areas of the business
- Respond promptly and fairly to any concerns raised under this policy
- Support and provide necessary adjustments to employees with disabilities

All Employees:

- Treat others with respect and fairness
 - Raise concerns about discrimination, exclusion, or accessibility barriers
 - Cooperate with efforts to create an inclusive and accommodating workplace
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8. Raising Concerns

As we do not have a formal HR department, any concerns relating to equality, discrimination, or workplace accessibility should be reported to a senior manager or the company director.

All complaints or concerns will be handled with sensitivity, confidentiality, and without retaliation.

9. 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.

10. Contact

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

Creative Consulting and Training Ltd

Email: info@trainingcreatively.com

Phone: 0208 500 4534

Website: www.trainingcreatively.com