POLICY DOCUMENT

Diversity, Equity & Inclusion Policy

Access For All UK Ltd

Our commitment

Access For All UK Ltd exists to remove barriers and promote equal access. That commitment starts with how we run our own business. We are committed to creating a working environment, and a client experience, free from discrimination, harassment and victimisation, where everyone is treated with dignity and respect.

Legal framework

This policy is written to meet our obligations under the Equality Act 2010, which makes it unlawful to discriminate against, harass or victimise anyone because of a protected characteristic. We apply this both to how we treat our own people and how we deliver services to clients.

Protected characteristics are as below;

Age	Disability	Gender reassignment
Marriage &Civil partnership	Pregnancy & Maternity	Race
Religion or belief	Sex	Sexual Orientation

Scope

This policy applies to all employees, workers, contractors, freelancers and directors of Access For All UK Ltd, in all aspects of employment: recruitment, pay, training, promotion, and day-to-day treatment. It also applies to how we engage with clients, suppliers and members of the public.

Our commitments

Recruitment and progression

- Job adverts, criteria and interview processes are reviewed to remove unnecessary barriers
- Reasonable adjustments are offered at every stage of recruitment and employment
- Decisions on pay, promotion and development opportunities are based on merit and role requirements only

Workplace culture

- Discrimination, harassment, bullying or victimisation of any kind will not be tolerated and will be addressed through our disciplinary procedure
- Flexible working requests are considered fairly, in line with statutory requirements
- All staff receive equality and inclusion training relevant to their role

Service delivery

- Our own materials, communications and premises are held to the accessibility standards we advise clients on
- Client-facing staff are trained to recognise and accommodate access needs without requiring disclosure of a diagnosis or condition

Raising a concern

Anyone who believes they have experienced or witnessed discrimination, harassment or victimisation should raise it with Carron Croker, Director, either informally or through our formal grievance procedure. All concerns are treated confidentially and investigated promptly. There will be no retaliation against anyone who raises a concern in good faith.

Responsibility

WHO	RESPONSIBILITY
Directors	Overall accountability for this policy and its resourcing
Managers	Applying the policy day-to-day and addressing concerns promptly
All staff	Treating colleagues and clients with dignity and respect, and reporting concerns

Review

This policy is reviewed annually, or sooner if there is a relevant change in law or practice. Next review due: August 2027.