



## **Sorinteq Academy Limited: Reasonable Adjustment and Special Considerations Policy**

**Policy Statement:** Sorinteq Academy Limited is committed to providing a supportive and inclusive environment for all employees, clients, and stakeholders. This Reasonable Adjustment and Special Considerations Policy reflects our commitment to making reasonable adjustments to accommodate the needs of individuals with disabilities or unique circumstances, ensuring equal access to opportunities and promoting diversity and inclusion.

**Scope:** This policy applies to all employees, contractors, clients, visitors, and anyone associated with Sorinteq Academy Limited.

### **Key Principles:**

- 1. Reasonable Adjustments:** Sorinteq Academy Limited recognises the importance of making reasonable adjustments to eliminate or minimize barriers faced by individuals with disabilities. Reasonable adjustments may include modifications to the workplace, work hours, or job responsibilities to accommodate specific needs.
- 2. Communication and Consultation:** We encourage open communication between employees and management regarding any special considerations or adjustments needed. Individuals are encouraged to express their needs, and management will engage in a consultative process to determine reasonable adjustments.
- 3. Confidentiality:** Information about an individual's special considerations or adjustments will be treated with confidentiality. Only necessary personnel will be informed, and disclosure will be with the individual's consent.
- 4. Flexibility:** Sorinteq Academy Limited acknowledges that each situation is unique, and flexibility in considering and implementing reasonable adjustments is key. We will strive to find tailored solutions that address the individual's needs while maintaining operational effectiveness.
- 5. Training and Awareness:** We provide training to employees and management to raise awareness about the importance of reasonable adjustments and special considerations. This includes educating staff about different types of disabilities, needs, and the benefits of an inclusive workplace.

## Requesting Reasonable Adjustments:

1. Initiating a Request: Employees and stakeholders are encouraged to initiate a request for reasonable adjustments by informing their immediate supervisor, human resources, or designated contact.
2. Interactive Process: Sorinteq Academy Limited will engage in an interactive process with the individual requesting adjustments. This may involve a discussion about the specific needs, possible solutions, and the impact on the individual's ability to perform their role.
3. Decision-Making: The decision to implement reasonable adjustments will be based on the information provided, the individual's needs, and the practicality of the proposed adjustments.

Special Considerations: In addition to disability-related adjustments, [Your Company Name] acknowledges that individuals may have unique circumstances that require special considerations. We are committed to addressing these situations with empathy and flexibility.

Review and Update: This Reasonable Adjustment and Special Considerations Policy will be regularly reviewed and updated to ensure its continued relevance and effectiveness in light of changes in the business environment, legal requirements, or industry best practices.

*Effective Date: 1<sup>st</sup> January 2024*

*Review Date: 31<sup>st</sup> December 2024*

*Version: V3.*