

## **Crystal&Co Disability and Discrimination Policy**

### **Policy Statement**

Crystal&Co is committed to providing equal opportunities and fostering a diverse and inclusive environment. We oppose all forms of unlawful or unfair discrimination, including discrimination on the grounds of disability. We are dedicated to ensuring that no applicant, employee, delegate, or candidate is treated less favourably because of their disability.

### **Purpose**

The purpose of this policy is to ensure that Crystal&Co comply with the Equality Act 2010 and other relevant legislation. Our aim is to treat disabled individuals fairly and equitably, ensuring that our recruitment, employment, and training practices are inclusive and supportive. This policy also aims to attract and retain the best talent, regardless of disability.

### **Scope**

This policy applies to all employees, job applicants, delegates, and candidates, including those who may become disabled during their employment. It also extends to staff employed by external agencies working on Crystal&Co premises.

### **Policy Guidelines**

#### **1. Recruitment and Selection:**

- We ensure that our recruitment, selection, and promotion practices are fair and non-discriminatory. Job descriptions and person specifications are used to objectively assess candidates based on job-related criteria.
- We will make reasonable adjustments to recruitment processes and selection techniques to accommodate disabled applicants and ensure they are considered on an equal basis with non-disabled candidates.

#### **2. Training and Development:**

- All employees will receive training and guidance to minimize the risk of discriminatory attitudes and ensure understanding of the Equality Act 2010.
- We are committed to providing equal access to training and development opportunities. Additional support and training will be provided where necessary to accommodate the needs of disabled employees.

Document Reference	Document Title	Latest Update	Revision Number	Next Review Due
<i>Crystal&amp;Co/007</i>	<i>Crystal&amp;Co Disability and Discrimination Policy</i>	<i>02/09/2024</i>	<i>1.0</i>	<i>02/09/2025</i>

**3. Workplace Adjustments:**

- We will investigate and implement reasonable adjustments to the workplace and employment arrangements to prevent disabled employees from facing substantial disadvantages compared to their non-disabled colleagues. This includes adjustments related to recruitment, promotion, and training.
- We will adopt a flexible approach, considering adjustments such as reallocation of duties, time off for rehabilitation or treatment, and other measures to support disabled employees.

**4. Complaints Procedure:**

- Crystal&Co have a complaints procedure in place to address grievances, including those related to disability discrimination. Employees are encouraged to raise any concerns or complaints, and these will be formally addressed in accordance with our grievance procedures.

**5. Contract Workers and External Agencies:**

- We ensure that contract workers and external agencies engaged by Crystal&Co are aware of and adhere to this policy, promoting fairness and preventing discrimination.

**6. Promotion and Communication:**

- We promote this policy through our internal and external recruitment practices. Advertisements, job descriptions, and person specifications are designed to be inclusive and non-discriminatory.
- New employees will be made aware of this policy as part of their induction, and the policy will be regularly reviewed and monitored to ensure its effectiveness and implementation.

**Responsibility**

The senior management team is responsible for implementing and enforcing this policy. All employees are expected to adhere to the principles of this policy and contribute to creating a fair and inclusive workplace.

**Policy Review**

This policy will be reviewed annually to ensure its continued relevance and effectiveness. Any necessary updates or changes will be made to reflect current legislation, best practices, and feedback from staff and stakeholders.

Document Reference	Document Title	Latest Update	Revision Number	Next Review Due
Crystal&Co/007	Crystal&Co Disability and Discrimination Policy	02/09/2024	1.0	02/09/2025

**Approval**

The undersigned certifies that this policy has been reviewed and approved for implementation within Crystal&Co.

**Managing Director**

**Signature:** .....*Ramona Marcu*.....

**Name:** Ramona Marcu

**Date:** 02/09/2024

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