

i2eConsulting Limited

DISABILITY CONFIDENT POLICY

Promoting an inclusive workplace where disabled people and individuals with long-term health conditions are valued, supported and given equal opportunities to thrive.

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Organisation Details

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1. Introduction

i2eConsulting Limited is committed to creating an inclusive, accessible and supportive working environment where everyone is treated with dignity, fairness and respect. We recognise that disabled people and individuals with long-term health conditions have valuable skills, knowledge and experience that contribute significantly to the success of our organisation.

As an organisation providing education, employability and skills development services, we are committed to removing barriers that may prevent disabled people from accessing employment, learning and career progression opportunities. We believe that an inclusive workplace benefits our employees, learners, partners and the wider communities we serve.

This Disability Confident Policy sets out i2eConsulting Limited's commitment to promoting equality of opportunity, supporting disabled employees and applicants, and ensuring that reasonable adjustments are made where appropriate. It also outlines the principles and practices that guide our approach to recruitment, employment and workplace inclusion.

The policy supports our wider commitment to equality, diversity and inclusion and aligns with the requirements of the Equality Act 2010, the principles of the UK Government's Disability Confident scheme and recognised best practice in inclusive employment. Through this policy, i2eConsulting Limited aims to foster a workplace culture where everyone has the opportunity to reach their full potential regardless of disability or health condition.

2. Policy Statement

i2eConsulting Limited is committed to promoting an inclusive workplace where disabled people and individuals with long-term health conditions are treated fairly, valued for their contributions and provided with equal opportunities to succeed.

We believe that disability should never be a barrier to employment, learning, career development or participation in any aspect of our organisation. We are committed to creating an environment that is free from discrimination, harassment and victimisation, and where reasonable adjustments are made to enable individuals to perform to the best of their abilities.

As part of our commitment to equality, diversity and inclusion, i2eConsulting Limited will:

- Promote equal opportunities for disabled applicants, employees, learners and other stakeholders.
- Ensure recruitment, employment and career progression decisions are based on merit, skills and experience.
- Make reasonable adjustments where appropriate to remove barriers to participation and employment.
- Foster a workplace culture that values diversity, inclusion and respect for individual differences.
- Comply with the requirements of the Equality Act 2010 and other applicable legislation relating to disability and equality.
- Encourage openness and constructive dialogue to ensure individuals feel supported in disclosing disabilities or long-term health conditions where they choose to do so.

- Continually review our policies, practices and working environment to improve accessibility and support for disabled people.

i2eConsulting Limited expects all employees, associates, contractors and individuals acting on behalf of the organisation to uphold the principles of this policy and contribute to creating an inclusive, respectful and supportive working environment for everyone.

3. Purpose

The purpose of this Disability Confident Policy is to demonstrate i2eConsulting Limited's commitment to creating an inclusive workplace where disabled people and individuals with long-term health conditions have equal access to employment, learning, development and career progression opportunities.

This policy aims to:

- Promote equality of opportunity for disabled applicants, employees, learners and other stakeholders.
- Eliminate discrimination, harassment and victimisation related to disability.
- Ensure that reasonable adjustments are considered and implemented where appropriate to remove barriers to participation and employment.
- Support fair, inclusive and accessible recruitment, employment and progression practices.
- Foster a workplace culture that values diversity, respects individual differences and encourages inclusion.
- Ensure compliance with the Equality Act 2010, the principles of the Disability Confident scheme and other applicable legislation.
- Increase awareness and understanding of disability inclusion across the organisation.
- Support the continual improvement of policies, practices and workplace accessibility.

By implementing this policy, i2eConsulting Limited aims to create a working environment where everyone is treated with dignity and respect, is able to contribute fully and has the opportunity to achieve their potential regardless of disability or long-term health condition.

4. Scope

This Disability Confident Policy applies to all employees, workers and individuals associated with i2eConsulting Limited. It sets out the organisation's commitment to promoting equality, removing barriers and ensuring that disabled people and individuals with long-term health conditions are treated fairly and supported throughout their engagement with the organisation.

This policy applies to:

- All employees, whether permanent, temporary, full-time or part-time.
- Directors and senior management.
- Associates, consultants and contractors working on behalf of the organisation.
- Job applicants and prospective employees.
- Learners participating in programmes delivered by i2eConsulting Limited, where appropriate.

- Volunteers, work experience placements and interns.
- Suppliers, partners and other stakeholders where relevant to the organisation's activities.

This policy applies to all stages of the employment lifecycle, including:

- Recruitment and selection.
- Induction and onboarding.
- Training and professional development.
- Performance management and career progression.
- Workplace adjustments and support.
- Health, wellbeing and retention.
- Leaving employment or engagement with the organisation.

The principles of this policy apply across all areas of the organisation and to all business activities undertaken by i2eConsulting Limited. Everyone associated with the organisation is expected to uphold the commitments set out in this policy and contribute to creating an inclusive, accessible and respectful working environment.

5. Our Commitment to Disability Inclusion

i2eConsulting Limited is committed to fostering a workplace where disabled people and individuals with long-term health conditions are respected, supported and empowered to achieve their full potential. We believe that diversity strengthens our organisation and that an inclusive working environment enables individuals to contribute their skills, experience and perspectives effectively.

We are committed to removing barriers that may prevent disabled people from accessing employment, training, career development and workplace opportunities. We will take reasonable and proportionate steps to ensure that our policies, procedures and working practices promote accessibility, fairness and equal participation.

To demonstrate this commitment, i2eConsulting Limited will:

- Promote an inclusive workplace culture that values diversity and respects individual differences.
- Provide equal opportunities in recruitment, employment, learning and career progression.
- Consider and implement reasonable adjustments to support disabled applicants, employees and learners where appropriate.
- Ensure that employment decisions are based on skills, qualifications, experience and merit.
- Encourage open communication so that individuals feel comfortable discussing workplace support needs in confidence.
- Promote dignity, respect and inclusion by preventing discrimination, harassment and victimisation related to disability.
- Review workplace practices and environments regularly to improve accessibility and remove unnecessary barriers.
- Encourage suppliers, partners and contractors to support inclusive and accessible practices where appropriate.

i2eConsulting Limited is committed to continually improving its approach to disability inclusion by listening to employees and stakeholders, reviewing organisational practices and adopting recognised best practice to create an environment where everyone has the opportunity to succeed.

6. Recruitment and Selection

i2eConsulting Limited is committed to ensuring that its recruitment and selection processes are fair, inclusive and accessible to all applicants. We recognise the value that disabled people and individuals with long-term health conditions bring to the workplace and are committed to providing equal opportunities throughout the recruitment process.

Recruitment decisions will be based solely on an individual's skills, qualifications, experience and ability to perform the essential requirements of the role. Disability or a long-term health condition will not be a barrier to employment where reasonable adjustments can be made.

To support inclusive recruitment, i2eConsulting Limited will:

- Advertise vacancies in a fair and inclusive manner that encourages applications from suitably qualified disabled people.
- Ensure recruitment and selection processes are free from unlawful discrimination.
- Provide reasonable adjustments during the recruitment process where requested or identified as necessary.
- Assess applicants objectively against the essential requirements of the role.
- Treat all information relating to disability or health conditions confidentially and in accordance with applicable data protection legislation.
- Train managers and individuals involved in recruitment to promote fair and inclusive recruitment practices.
- Encourage applicants to disclose any reasonable adjustment requirements so that appropriate support can be provided throughout the recruitment process.

i2eConsulting Limited is committed to creating a recruitment process that is accessible, transparent and based on equal opportunity, ensuring that every applicant is treated with dignity, fairness and respect.

7. Reasonable Adjustments

i2eConsulting Limited is committed to removing barriers that may prevent disabled people and individuals with long-term health conditions from accessing employment, training and career development opportunities. We recognise that reasonable adjustments play an important role in creating an inclusive and supportive working environment.

Reasonable adjustments will be considered on an individual basis, taking into account the specific needs of the individual and the requirements of the role. The organisation will work collaboratively with the individual to identify practical and appropriate adjustments that enable them to perform their role effectively and participate fully in the workplace.

Reasonable adjustments may include, but are not limited to:

- Modifying recruitment or interview arrangements to improve accessibility.

- Providing accessible workplace facilities, equipment or technology where appropriate.
- Adjusting working hours or working arrangements where reasonably practicable.
- Making reasonable changes to duties or work practices to support an individual's needs.
- Providing accessible training materials or alternative methods of communication.
- Supporting phased returns to work following illness or injury where appropriate.

Requests for reasonable adjustments will be considered promptly, fairly and confidentially. i2eConsulting Limited will consult with the individual throughout the process to ensure that agreed adjustments remain appropriate and effective.

The organisation will review reasonable adjustments periodically and make further changes where necessary to support the individual's wellbeing, performance and continued inclusion in the workplace. All information relating to disability, health conditions and reasonable adjustments will be handled confidentially and in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

8. Supporting Employees with Disabilities

i2eConsulting Limited is committed to creating a supportive working environment where disabled employees and individuals with long-term health conditions are able to perform their roles effectively, develop professionally and achieve their full potential. We recognise that providing appropriate support benefits both the individual and the organisation by promoting wellbeing, engagement and productivity.

The organisation is committed to working collaboratively with employees to understand their individual needs and provide appropriate support throughout their employment.

To support employees with disabilities, i2eConsulting Limited will:

- Promote an inclusive and respectful workplace where employees feel safe to disclose disabilities or long-term health conditions without fear of discrimination or unfair treatment.
- Consider and implement reasonable adjustments to support employees in carrying out their duties effectively.
- Encourage open and confidential discussions regarding workplace support needs and wellbeing.
- Provide equal access to training, professional development and career progression opportunities.
- Support employees returning to work following illness, injury or extended absence through appropriate return-to-work arrangements where necessary.
- Review agreed workplace adjustments periodically to ensure they continue to meet the employee's needs.
- Promote employee wellbeing by encouraging access to appropriate support services and maintaining a positive working environment.

Managers will work closely with employees to ensure that support arrangements remain effective and proportionate, while respecting confidentiality and individual preferences. Information relating to an employee's disability or health condition will be handled

sensitively and in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

Through these measures, i2eConsulting Limited aims to create a workplace where disabled employees are valued, supported and empowered to contribute fully to the success of the organisation.

9. Training and Awareness

i2eConsulting Limited recognises that promoting disability awareness is essential to creating an inclusive, respectful and accessible workplace. We are committed to ensuring that employees, managers and individuals acting on behalf of the organisation understand their responsibilities in supporting disabled people and promoting equality of opportunity.

The organisation will promote awareness by providing appropriate information, guidance and learning opportunities that encourage inclusive behaviours and improve understanding of disability-related issues. This will help ensure that workplace decisions are fair, informed and free from bias or discrimination.

To support this commitment, i2eConsulting Limited will:

- Promote awareness of disability inclusion, equality and accessibility across the organisation.
- Ensure employees understand the organisation's commitments under this Disability Confident Policy and the Equality Act 2010.
- Provide guidance to managers on supporting disabled employees and implementing reasonable adjustments.
- Encourage respectful communication and inclusive working practices.
- Raise awareness of unconscious bias and the importance of treating all individuals with dignity and respect.
- Promote understanding of the procedures for requesting workplace support and reporting concerns relating to disability discrimination or harassment.
- Review training and awareness activities periodically to ensure they remain effective and reflect current legislation and recognised best practice.

Through ongoing training and awareness, i2eConsulting Limited aims to foster a workplace culture where inclusion is embedded in everyday practice and where disabled people are empowered to contribute, develop and succeed.

10. Monitoring, Review and Continuous Improvement

i2eConsulting Limited is committed to ensuring that this Disability Confident Policy remains effective, relevant and aligned with current legislation, recognised best practice and the evolving needs of the organisation. We recognise that promoting disability inclusion is an ongoing process that requires regular monitoring, evaluation and continuous improvement.

The organisation will monitor the implementation of this policy to ensure that it continues to support an inclusive workplace where disabled people and individuals with long-term health conditions have equal opportunities to participate, develop and succeed.

To support effective monitoring and continuous improvement, i2eConsulting Limited will:

- Monitor compliance with this policy across all areas of the organisation.
- Review recruitment, employment and workplace practices to identify and remove barriers to disability inclusion.
- Evaluate the effectiveness of reasonable adjustments and workplace support arrangements where appropriate.
- Consider feedback from employees, applicants and other stakeholders to identify opportunities for improvement.
- Monitor developments in relevant legislation, including the Equality Act 2010, and recognised best practice relating to disability inclusion.
- Promote a culture of continuous learning and improvement by encouraging feedback, innovation and inclusive working practices.
- Take appropriate action where areas for improvement or non-compliance are identified.

This policy will be formally reviewed at least annually, or sooner where significant legislative, organisational or operational changes occur. Any revisions will be approved by senior management and communicated to employees and other relevant stakeholders.

Through regular monitoring, review and continuous improvement, i2eConsulting Limited aims to strengthen its commitment to disability inclusion, ensuring that the organisation remains an accessible, supportive and inclusive place to work, learn and grow.

11. Declaration and Approval

i2eConsulting Limited is committed to fostering an inclusive workplace where disabled people and individuals with long-term health conditions are treated with dignity, fairness and respect. This Disability Confident Policy demonstrates the organisation's commitment to promoting equality of opportunity, removing barriers to participation and ensuring that reasonable adjustments are considered wherever appropriate.

This policy has been approved by senior management and applies to all employees, associates, contractors and individuals acting on behalf of i2eConsulting Limited. The organisation will continue to review its policies, procedures and workplace practices to ensure they support accessibility, inclusion and compliance with the Equality Act 2010 and the principles of the Disability Confident scheme.

This Disability Confident Policy will be reviewed annually, or sooner where there are significant legislative, organisational or operational changes, to ensure it remains effective, relevant and aligned with recognised best practice.

Approved by:

Damilola Tomisin Adeyemo
Director
i2eConsulting Limited

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Appendix A – Relevant Legislation

Purpose

This appendix outlines the key legislation and guidance that underpin i2eConsulting Limited's commitment to disability inclusion, equality of opportunity and accessible employment practices. The organisation is committed to complying with all relevant legal requirements and promoting best practice in supporting disabled people and individuals with long-term health conditions.

Relevant Legislation

Equality Act 2010

The **Equality Act 2010** is the primary legislation protecting individuals from discrimination, harassment and victimisation on the grounds of disability and other protected characteristics. It places a legal duty on employers to make reasonable adjustments to remove barriers that may disadvantage disabled people.

Health and Safety at Work etc. Act 1974

This Act requires employers to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, including making appropriate arrangements to support employees with disabilities or health conditions.

Employment Rights Act 1996

The **Employment Rights Act 1996** provides important employment protections relating to fair treatment, employment conditions and employee rights.

Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

These provide the legal framework for the lawful, fair and secure processing of personal information, including confidential information relating to an individual's disability or health condition.

Human Rights Act 1998

The **Human Rights Act 1998** protects the fundamental rights and freedoms of individuals and supports the principles of dignity, equality and non-discrimination.

Relevant Guidance

i2eConsulting Limited will have regard to recognised guidance and best practice, including:

- UK Government **Disability Confident** Scheme Guidance.
 - Equality and Human Rights Commission (EHRC) Employment Code of Practice.
 - ACAS guidance on disability discrimination, reasonable adjustments and inclusive employment.
 - Health and Safety Executive (HSE) guidance relating to workplace wellbeing and employee support.
 - Other relevant government guidance and recognised best practice relating to disability inclusion and workplace accessibility.
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Organisational Commitment

i2eConsulting Limited will monitor changes to relevant legislation and official guidance to ensure this policy remains compliant, effective and aligned with current best practice. Where necessary, the policy will be reviewed and updated to reflect legislative developments and improvements in disability inclusion and workplace accessibility.

Appendix B – Definitions and Abbreviations

Term / Abbreviation	Definition
Disability	A physical or mental impairment that has a substantial and long-term adverse effect on an individual's ability to carry out normal day-to-day activities, as defined by the Equality Act 2010.
Disabled Person	An individual who meets the legal definition of disability under the Equality Act 2010.
Long-Term Health Condition	A physical or mental health condition that has lasted, or is expected to last, for 12 months or more and may affect an individual's ability to carry out normal activities.
Reasonable Adjustment	A change or modification made by an employer to remove or reduce barriers that place a disabled person at a disadvantage in the workplace or during recruitment.
Equality Act 2010	The primary UK legislation protecting individuals from discrimination, harassment and victimisation on the basis of protected characteristics, including disability.
Disability Confident	A UK Government initiative that supports employers in recruiting, retaining and developing disabled people and individuals with long-term health conditions.
Accessibility	The design of workplaces, services, information and environments so that they can be accessed and used by everyone, including disabled people.
Inclusive Workplace	A working environment where all individuals are treated fairly, respected, supported and given equal opportunities to participate and succeed.
Reasonable Adjustment Passport	A document, where used, that records agreed workplace adjustments to help ensure consistent support for an employee throughout their employment.
Protected Characteristic	A characteristic protected under the Equality Act 2010, including disability, age, race, sex, religion or belief, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity.
Harassment	Unwanted conduct related to a protected characteristic that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.
Victimisation	Treating someone unfairly because they have made, supported or intend to make a complaint or raise concerns relating to discrimination or equality.
i2eConsulting	Refers to i2eConsulting Limited, a private limited company registered in England and Wales, providing employability, STEM education, skills development and career progression services.