

DISABILITY DISCRIMINATION POLICY

This is a core policy that forms part of the induction for all staff, volunteers and Trustees. It is a requirement that all members have access to this policy and sign to say they have read and understood its contents.

Owner:	Circomedia
Author:	Operations and Academic Teams
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This policy will be reviewed and ratified at least annually and/or following any updates to national and local guidance.

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Introduction

Circomedia is committed to providing a supportive, inclusive and accessible environment for all employees, students, visitors, and stakeholders, regardless of their disabilities. We recognise the importance of diversity and value the unique contributions that individuals with disabilities bring to our organisation. Discrimination on the basis of disability in any form is unacceptable and will not be tolerated.

Scope

This policy applies to all employees, students, contractors, customers, visitors and any individual associated with Circomedia in any way. It covers all aspects of employment, service provision, and interactions within our premises or during any engagement representing Circomedia.

Commitment

At Circomedia, we are committed to complying with all applicable laws and regulations concerning disability discrimination, including but not limited to the Equality Act 2010 in the United Kingdom.

We strive to create a culture that respects and values differences, promotes equal opportunities, and ensures a fair and accessible environment for individuals with disabilities.

We will make reasonable adjustments to accommodate the needs of individuals with disabilities, providing necessary support to enable their full participation in all aspects of our organisation.

We are dedicated to promoting equality, diversity, and inclusion for individuals with disabilities.

We encourage open communication, collaboration, and continuous improvement in our efforts to eliminate disability discrimination and create an environment where everyone can thrive.

Responsibilities

Employees and representatives: all employees and representatives are responsible for treating individuals with disabilities with respect and dignity. They must refrain from any discriminatory behavior and actively contribute to creating an inclusive environment.

Management and leadership: managers and leaders are accountable for implementing this policy, ensuring compliance, and providing necessary resources to support individuals with disabilities.

Human resources: HR will oversee the implementation of reasonable accommodations, provide guidance, and support employees and management in addressing disability-related issues.

Procedures

Individuals with disabilities are encouraged to inform Circomedia of their needs for accommodations, via the HR Specialist or one of their tutors. We will engage in an interactive process to understand and implement reasonable adjustments.

Any incidents or concerns related to disability discrimination should be reported immediately to HR or management. All complaints will be handled confidentially and investigated promptly.

Training and Compliance

Training and awareness: Circomedia will provide training to employees, managers, and relevant stakeholders to raise awareness about disability discrimination, reasonable adjustments, and fostering an inclusive workplace via iHASCO training.

Review and compliance: this policy will be regularly reviewed and updated to ensure its effectiveness and compliance with evolving laws and best practices regarding disability discrimination; either annually or when there is a legislative change that warrants this (whichever comes sooner).