



# Disability Discrimination Policy (006)

---

## Definition of Disability

Under the *Equality Act 2010*, a person is considered disabled if they have “a *physical or mental impairment that has a substantial and long-term negative effect on their ability to carry out normal day-to-day activities.*”

- **Substantial** means more than minor or trivial.
- **Long-term** means lasting 12 months or more.
- Progressive conditions such as **cancer, HIV, and multiple sclerosis** are automatically treated as disabilities from the point of diagnosis.

The Equality Act 2010 is confirmed as *up to date with all changes in force as of 18 January 2026*.

## Policy Statement

Competum Ltd fully supports the principle of **equal opportunities** and opposes all forms of unlawful or unfair discrimination on the grounds of disability.

No learner or employee shall receive less favourable treatment due to disability. Competum is committed to maintaining a diverse workforce and ensuring that all available skills and talents are recognised and utilised effectively.

## Purpose

The purpose of this policy is to ensure Competum Ltd complies with the Equality Act 2010 and treats all disabled persons—current employees, learners, applicants, or those who become disabled during employment or training—fairly and equally.

## Scope

This policy applies to:

- All **staff**,
- All **learners**,
- All **applicants**, and
- Any individual who becomes disabled during their employment or learning journey.



## Policy Guidelines

### Recruitment, Training, and Promotion

- All recruitment, training, and promotion processes follow Competum's established Codes of Practice.
- Clear job descriptions are used to ensure decisions are based solely on objective and job-related criteria.
- Staff involved in recruitment or performance decisions will receive appropriate training to minimise the risk of discrimination.

### Reasonable Adjustments

Competum is committed to meeting its legal duty to make **reasonable adjustments** where required under the Equality Act 2010. This may include adjustments to:

- Working hours,
- Equipment or tools,
- Learning materials,
- Physical workspaces, or
- Job duties where appropriate.

Adjustments will be implemented to ensure disabled individuals can fulfil the requirements of their roles and to support fair assessment of performance and objectives.

### Learning and Development

- People with disabilities will have **equal access** to learning, development, and progression opportunities.
- Training materials will be adapted where necessary.

## Monitoring and Review

All staff and learners share responsibility for supporting and adhering to this policy.

Competum Ltd will **regularly review and monitor** this policy to ensure continued compliance, relevance, and effectiveness. Adjustments may be made following changes in legislation or organisational needs.



## Complaints Procedure

Competum aims to provide a supportive, fair, and inclusive environment.

If issues arise relating to this policy:

1. Staff or learners should raise concerns with an appropriate member of staff **as early as possible**.
2. If the issue is not resolved informally, the individual may pursue the matter through the **formal grievance procedure**.
3. Competum is committed to resolving complaints from disabled learners, employees, or applicants swiftly and fairly.

### Approval and review

Approved by	Keith McGroarty
Policy owner	Competum Ltd
Policy author	Cris Drant
Date	01.05.20
Reviewed date	30.04.21, 30.04.22, 25.04.23, 29.04.24, 23.04.25, 14.06.25
Updates/Adjustments made	Reviewed and updated